



90- DAY ADVERSE WEATHER MAKE UP REMINDER

(Please forward to your Departmental Timekeeper)

This is a reminder to supervisors and departmental timekeepers that **April 28, 2018** is the 90-day deadline and last workday for non-exempt employees to make-up Adverse Weather hours due to time lost from January 2018. Supervisors and departmental timekeepers must charge such time worked to a different leave type (i.e. Comp, Annual, Bonus or Special Bonus) for this missed time or those non-exempt employees will be subject to Leave Without Pay.

Non-exempt employees who have not met the 90-day make-up period by **April 28, 2018** will be required to charge the applicable hours as follows: **FIRST** to accrued Compensatory, Annual, Bonus or Special Bonus leave; and **SECOND**, as Leave Without Pay.

Departmental timekeepers can access and review employees' negative adverse weather leave balance (W185-Weather) via their monthly Departmental Leave Report, which can be found on ePrint report PWRWNBAL-Employees with Negative Leave Balances.

Please note: Only those employees who have received previous supervisory approval prior to April 28, 2018, may make-up lost time, as indicated by a negative adverse weather leave balance.

IMPORTANT: Departmental timekeepers must enter this information before the PHATIME Entry deadline of Monday, May 14th.

Please address any questions or concerns to Glendneil Blackmon, Human Resources Operations Manager, with any questions via email at gblackm@uncg.edu or by phone at (336) 334-3007.



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