

# —SPS ALERT—

## SPS Alert 265 UPDATE: Special Alert: Time Entry Instructions for Emergency Closure on January 26 and 27, 2026

Release Date: 2/2/2026

**Weather Determinations on January 26, 2026 & January 27, 2026**

**(UPDATED Feb. 2, 2026, note highlighted sections for new/updated info)**

For weather-related closure and liberal leave declaration on January 26 and January 27, 2026, please follow the instructions below. State offices and facilities were closed from 6am on January 26, 2026 to 10am on January 27, 2026, in Baltimore City and all Maryland counties. Liberal leave was declared for January 27, 2026 from 10am to the end of day shift for all Maryland counties and Baltimore City.

During the closure, employees were instructed that:

- **Emergency essential employees** should report to work as scheduled.
- **Non-emergency essential, telework-eligible employees** should remain at home and work as scheduled unless leave is granted.
- **Non-emergency essential, non-temporary employees who are ineligible to telework** should remain home and will receive State emergency release time.

**Note – if you were required to stay after your shift by your employer during the closure, you'll receive double pay for each hour actually worked during the closure and regular or overtime pay (as applicable) for the additional time you were required to stay but were not working. If you were not required to stay (i.e. given the option to stay), you will not be compensated for this time.**

**Please note that while the State offices and facilities were closed, State government was not closed.**

**For the closure, the following time entry instructions apply:**

*Emergency essential employees*

- Emergency essential employees who must work during a State Closure at a state office/facility should receive compensatory time or additional pay, as appropriate, under the personnel regulations

and policies concerning work hours and overtime. These employees should be credited with one additional hour of work time for each hour actually worked during the designated emergency closing. To enter time for this, affected employees must use the *Absence* code called “*State Emergency Release (TO)*” **AND** the “*State Emergency Release Worked*” code for the

*Example: Employee is impacted by the closure, and must report to work during the closure*

| *Time Type                            | Time Off Reason | In       | Out      | Out Reason | Quantity | Unit  |
|---------------------------------------|-----------------|----------|----------|------------|----------|-------|
| State Emergency Release (TO)          |                 |          |          |            | 8        | Hours |
| State Emergency Release Worked-Exempt |                 | 08:00 AM | 12:00 PM | Out        | 4        | Hours |

Employees who were *required to report to work* even though their office was affected by the closure must use the two-row time entry example above. *This additional row will give them comp time or overtime depending on the applicable overtime rules for each employee.* For example, the employee would receive a total of 16, if the employee works an 8-hour day and worked the full 8 hours. If additional time was worked, a non-exempt employee’s overtime will be calculated as usual, either hours after 40 in a week or by the 8/80 rule, whichever applies.

### *Non-emergency essential employees*

- **Employees who are eligible to telework are not impacted by this emergency closure. Employees should work and enter regular work hours with the appropriate work tag in Workday or any other timekeeping system of record used by an agency unless they are on an approved leave.**
- Employees who are not eligible to telework should remain home and will receive State emergency release time. These employees must use the *Absence* code called “*State Emergency Release (TO)*”. Then, fill in the number of hours in their regular work day, or the number of work hours affected by the closure in the *Quantity*. Employees who work a compressed workweek and were scheduled to work more than 8 hours during the period affected by the closure, must use accrued leave to cover their absence for any time beyond 8 hours. Part-time employees should receive release time for the period of time the employee was scheduled to work on a closure day up to 8 hours but could not work due to the closure.

*Example: Employee is off from work due to closure, no work hours for that day*

| *Time Type                   | Time Off Reason | In | Out | Out Reason | Quantity | Unit  |
|------------------------------|-----------------|----|-----|------------|----------|-------|
| State Emergency Release (TO) |                 |    |     |            | 8        | Hours |
| Exempt- Regular              |                 |    |     | Out        | 0        | Hours |

- Non-emergency essential employees who were required to work during the closure in an office or facility affected by the closure, should receive compensatory time or additional pay, as appropriate, under the personnel regulations and policies

concerning work hours and overtime. These employees should be credited with one additional hour of work time for each hour actually worked during the designated emergency closing. Employees who are subject to the closure but were required to report to work, should enter both rows into the timesheet as shown above for emergency essential employees. This will give them the additional hours for the day. For example, it will give them a total of 16, if the employee works an 8-hour day and worked the full 8 hours. If additional time was worked, a non-exempt employee's overtime will be calculated as usual, either hours after 40 in a week or by the 8/80 rule, whichever applies.

#### *Employees scheduled to be on leave or to not work during the closure*

- Employees who were scheduled to use leave on that day only need to enter the appropriate leave code. These employees are to be charged leave as scheduled during the emergency closing.
- Employees who were not scheduled to work due to a regular day off should leave the day blank as usual.

#### *Temporary employees (i.e., contractual and emergency appointment employees)*

- Temporary employees are **not** covered by the Procedure for Release of State Employees under Emergency Conditions; therefore, these employees are not paid for the closure period if they work in a location that was affected by the closure, unless they have paid leave available or have been approved to telework. We recommend that employing agencies give these employees an opportunity to make up lost hours within the pay week if teleworking is not an option.

#### **For the liberal leave, the following time entry instructions apply:**

Liberal leave was declared for January 27, 2026 from 10am to the end of day shift for all Maryland counties and Baltimore City. Non-essential employees who are scheduled to report to the office may use liberal leave upon notification to the employee's supervisor. Emergency essential employees should report as scheduled.

Timesheets will be coded with the approved leave type or worktime.

#### **Frequently Asked Questions**

##### **1. I am a teleworking employee; how do I code my timesheet?**

- Record your regular work hours with the appropriate work tag in Workday or any other timekeeping system of record used by an agency. Your remote work site has not been impacted. The only exception is if you have requested and been approved for leave.

##### **2. I am not telework eligible, but my supervisor provided equipment and an assignment for the closure period; how do I**

## **code my timesheet?**

- Record your regular work hours, as you have been assigned an alternate work location. Alternatively, you may request leave for the closure period.

### **3. I am emergency essential and worked from home using equipment provided by my supervisor; do I receive hour-for-hour pay?**

- No. Record your regular work hours. Supervisors may excuse emergency essential employees from reporting to the work site and assign them to work from home.

### **4. I am not emergency essential, not telework eligible, and had a scheduled day off (sick, annual, compensatory, or personal); how do I code my timesheet?**

- You are not affected by the emergency closure. Code your timesheet with the approved leave.

### **• What if my appointment was cancelled?**

- The approved leave remains unaffected by the closure.

### **5. I am telework eligible but wish to take leave; what should I do?**

- You must request and receive approval for leave, or otherwise work as scheduled.

### **6. I am emergency essential. My shift ran from 11:00 pm Sunday to 7:00 am Monday, and I was mandated to work a second shift from 7:00 am to 3:00 pm Monday. How do I code this?**

- Sunday, January 25, 2026: Record regular time from 11:00 pm to 6:00 am
- Monday, January 26, 2026: Record "State Emergency Release Worked" from 6:00 am to 3:00 pm. Enter a second line using "Absence" with a quantity of 10.

### **7. I am emergency essential. I had one shift from 7am to 3pm on Monday and a second from 7am to 3pm on Tuesday. I voluntarily remained at the facility for a rest period between these shifts. How will I be paid?**

- There is no additional pay for the period of rest time.

### **• What if I was mandated to stay until my next shift?**

- You will receive double pay for your hours actually worked during the closure and, if there is a documented mandate requiring you to remain on-site, you will receive pay at the regular, or overtime rate of pay, whichever is applicable, for the additional hours you remained on-site.

### **8. I am not telework eligible and was covered by the Emergency**

**Release until 10:00 am Tuesday, but I need to use Liberal Leave for the remainder of the day. How do I code this for my 8:00 am – 4:30 pm shift?**

- **Monday: Select "Absence – State Emergency Release (TO)" with a quantity of 8.**
- **Tuesday: Select "Absence – State Emergency Release (TO)" with a quantity of 2. For the remainder of your shift, after notifying your supervisor, you may use any form of approved leave except sick leave. Sick leave is not applicable during Liberal Leave.**

**Please address additional questions to:**

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