

—SPS ALERT—

SPS Alert 265:

Special Alert: Time Entry Instructions for Emergency Closure on January 26, 2026

Release Date: 1/27/2026

For weather-related closure and liberal leave declaration on January 26th 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.

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 telework hours 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 for their absence 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.