

—SPS ALERT—

SPS Alert 268: Special Alert: Time Entry Instructions for Weather Closure on March 16, 2026

Weather Determinations for March 16, 2026

For weather-related closure and liberal leave declaration on March 16, 2026, please follow the instructions below.

State operating status announcements on March 16, 2026:

From 6am until noon on March 16, 2026, the State declared liberal leave for offices and facilities in Baltimore City and all Counties except for Garrett, Allegany, and Worcester.

During the liberal leave declaration in the affected Counties and Baltimore City, 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* who are ineligible to telework should report as usual or request leave.

From noon until 9pm on March 16, 2026, State offices and facilities in Baltimore City and all counties except for Garrett, Allegany, and Worcester were closed.

During the closure in the affected counties and Baltimore City, employees were instructed that:

- *Emergency essential employees* should report to work as scheduled.
- *Non-emergency essential, telework-eligible employees* should telework 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.

Please note that while the State offices and facilities were closed in Baltimore City and all Counties except for Garrett, Allegany, and Worcester Counties from noon until 9pm on March 16, 2026, State government was not closed.

Timekeeping instructions for March 16, 2026:

For areas affected by the closure from noon until 9pm on March 16,

2026, 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 hours actually worked during the period of closure.

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 will receive a total of 16 hours if the employee works an 8-hour day and works 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 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 (TE)					8	Hours
Exempt- Regular						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 hours if the employee works an 8-hour day and works 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 use leave but took leave pursuant to liberal leave should see the timekeeping instructions below for liberal leave.
- 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 areas affected by the declaration of liberal leave from 6am to noon on March 16, 2026, the following time entry instructions apply:

Timesheets should be coded with the approved leave type if an employee took liberal leave or with regular worktime, as appropriate for the duration of the liberal leave declaration.

For employees who took liberal leave from 6am to noon and then were affected by the closure:

- Non-emergency essential employees who are:

- *Telework ineligible* -- would use their selected leave type from 6am or the start of their day shift until noon and then are eligible to use State emergency release time for the remainder of their work day, for a combined daily total of no more than 8 hours.
- *Telework eligible* -- would use their approved leave type for the entire work day.
- Emergency essential employees were required to report as normal and would record their time as normal during the period of liberal leave and as outlined above during the period of the closure.

For the telework eligible employees with a scheduled in office day for March 16th, the following time entry instructions apply:

Employees who are telework eligible and reported to work as scheduled for their in-office day on March 16, 2026 would record their regular work time from the start of their shift until they left the office and then, after beginning to telework, would record the remainder of their work day at their regular telework location unless approved to use leave.