



Illinois Department of Corrections

Administrative Directive

Number: 02.65.109	Title: Time for Inclement Weather	Effective: 7/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.65.109 effective 6/1/2020

Authority: 730 ILCS 5/3-2-2 80 IAC 303.310 Memorandum of Understanding	Related ACA Standards: 5-ACI-1B-16, 5-ACI-1C-18, 19
Referenced Policies:	Referenced Forms: DOC 0126 – Notification of Absence

I. POLICY

The Department operates work sites that cannot be closed; therefore, all employees shall report to work as scheduled. In the event an employee is unable to report to work due to inclement weather, benefit time, excluding sick time, or time without pay may be approved in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for Department employees clarifying the current State Inclement Weather Policy.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definition

Inclement weather – for purposes of this directive, means weather during which the Illinois State Police, the Illinois Department of Transportation or the applicable office such as county sheriff, road commissioner or local law enforcement determines extremely hazardous road conditions such as icy conditions, blowing snow, white-outs, impassable roads or other such conditions exist.

F. Requirements

1. To account for absences due to inclement weather, employees may use accumulated vacation, personal business leave, compensatory, equivalent earned time, holiday time or be docked. Sick leave shall not be used due to inclement weather.

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2. Benefit time shall be used in accordance with minimum usage requirements for the type of time used.
 3. The employee shall call in to report an absence due to inclement weather.
 - a. Emergency personal business leave may be utilized for inclement weather without verification provided the request is made at the time of call-in. Such a request cannot be changed to other benefit time at a later date.
 - b. The employee shall be required to provide written verification of inclement weather for use of any other benefit or dock time. Verification provided shall reflect road conditions no more than 90 minutes prior to the start of the affected employee's commute to their work site.
 - c. Each employee shall be responsible for providing verification specific to their geographic area. Such verification shall only cover the employee providing the verification.
 4. Upon return to work, the employee shall complete and submit a Notification of Absence, DOC 0126.
 5. The employee shall provide written verification of the inclement weather no later than 72 hours from the day the employee returns to work. The employer shall respond to the verification within 72 hours of receipt or the time requested shall be considered approved.
 6. If the employee fails to submit a DOC 0126 or required verification, the employee may be charged with an unauthorized absence and be docked.
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