



Governor Inclement Weather Closing for RF Employees

As you may be aware, Governor Andrew M. Cuomo directed non-essential state employees in a number of areas, including the Capital Region, not to report to work Monday, December 2nd due to weather conditions and potentially hazardous travel. The Governor indicated that non-essential employees did not have to charge accruals.

Research Foundation employees in impacted areas under the Governor's directive are allowed to follow suit with what SUNY employees are doing at their location in terms of charging accruals.

Time Reporting Instructions:

- Research Foundation **EXEMPT** employees should indicate *12/2 Governor Inclement Weather Closure*.
- Research Foundation **NONEXEMPT** employees should show Non Worked Time for Monday, December 2nd with the reason of: *12/2 Governor Inclement Weather Closure (non-worked)*.