

Title 360 – General Manual

**Part 415 – Leave**

**Subpart A – General**

**ME415.2 Policy**

N. Excused Absence

(x) Delayed opening – If hazardous weather conditions exist before regular working hours and a delayed opening has been declared, employees are charged Administrative Leave from the start time of their Scheduled Tour of Duty to the delayed opening time. Employees who are absent for the entire day are charged Annual Leave for the day.