



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

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Idaho Personnel Commission
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Rule Amendment March 25, 2020

Here are the changes we discussed (note: I put a reference of DHR before administrator below just to be clear but wouldn't include it in the actual rule since our rules use administrator throughout as the DHR administrator):

250.08 Leave During Facility Closure or Inaccessibility.

- a. Authorization. When a state office/facility is closed or declared inaccessible by the Governor or Governor's designee because of severe weather, civil disturbances, loss of utilities or other disruptions, affected employees who are unable to work remotely or be reassigned may be: ~~are~~ authorized administrative leave by the [DHR] administrator to cover all or a portion of their scheduled hours of work during the closure or inaccessibility or subject to a mandatory furlough or a reduction in force. If an employee was not scheduled to work on the day when an office/facility is declared closed, the employee is not eligible for administrative leave. (3-25-20)
- b. In the interest of employee safety, appointing authorities may approve employee early release, delayed start time, or absence from work due to weather or other emergency conditions. Those affected employees will use their ~~accrued~~ leave balances or leave without pay. Administrative leave or leave without pay may be granted to affected employees scheduled to work on a day the Governor or Governor's designee declares a state office/facility closed or inaccessible in accordance with Rule 250.08.a. (3-25-20)

c. Nothing in this rule prevents an employee that is authorized to code paid administrative leave from choosing to code accrued leave balances or leave without pay. (3-25-20)