



**ARKANSAS DEPARTMENT OF VETERANS AFFAIRS**

**501 Woodlane Drive, Suite 401N**

**Little Rock, AR 72201**

**SARAH HUCKABEE SANDERS**  
GOVERNOR

**KENDALL W. PENN**  
RET. MAJOR GENERAL  
SECRETARY

15 April 2023

**MEMORANDUM FOR EMPLOYEES OF ARKANSAS DEPARTMENT OF VETERANS AFFAIRS**

**SUBJECT: Arkansas Department of Veterans Affairs (ADVA) Inclement Weather Policy**

1. ADVA Human Resources is responsible for the creation, revision, and dissemination of agency policies and procedures in order to assist in the maintenance of an effective workplace.
2. This memorandum is intended to provide an update to the Inclement Weather policy and is applicable to all ADVA employees. This policy shall remain in effect until revoked or superseded.
3. Point of contact for this memo is Melissa Butler at (501) 682-1954.

A handwritten signature in blue ink, appearing to read "K. W. Penn", is written over the typed name.

**KENDALL W. PENN**  
MAJOR GENERAL, Retired  
SECRETARY

**ARKANSAS DEPARTMENT OF VETERANS AFFAIRS**  
**Inclement Weather Policy**

**I. PURPOSE:**

The following policy establishes policy and procedure during times of inclement weather in compliance with the Office of Personnel Management (OPM) policy #53 and the authority of the Secretary of the Arkansas Department of Veterans Affairs (ADVA).

**II. POLICY:**

In the event of inclement weather conditions, the Governor's Office will determine whether the inclement weather policy will be in effect. The announcement from the Governor's Office will include guidance on which counties are affected in the Little Rock Metropolitan area. For ADVA employees working outside of the Little Rock Metropolitan area, the Secretary may authorize a designee to implement inclement weather procedures for the location.

Notification of altered work hours or closure of state offices will be announced before 6:30 a.m. whenever possible. Employees should monitor local media for the announcement and supervisors shall follow up with their individual employees to ensure that they are aware of the change in work hours or office closure.

Implementation of the inclement weather policy does not apply to critical need personnel including but not limited to direct patient care and dietary staff. Critical need personnel are expected to arrive at their work location by their normal work time, regardless of weather conditions. Supervisors and employees in critical need areas are expected to work together if an employee requires lodging or meals for extended duty.

**III. PROCEDURE:**

Upon announcement of inclement weather by either the Governor's Office or decision of the Secretary or his or her designee, employees should be at their designated workstation no later than two hours after their normal start time, unless directed otherwise. In the event that the Governor closes state offices, the day or portion of the day affected will be treated the same as a holiday for timekeeping purposes. An employee on approved leave when offices are closed for inclement weather will be charged for leave as usual. All employees with the ability to work remotely are expected to complete their normally scheduled workday when the inclement weather policy is in effect.

If an employee is unable to safely arrive or fails to arrive at their workstation within the two-hour grace period, he or she shall be charged either annual leave, compensatory time, or leave without pay for the time that they are away from the workstation. The employee is responsible for notifying his or her supervisor that they are unable to report for work prior to the beginning of their scheduled work time, or as soon thereafter as possible.

Should inclement weather occur during the normal workday, the Secretary or his or her designee will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave their workstation early will recognize the need to maintain critical employees as well as the need to effectively complete the mission of ADVA. Any employee who was on the job and allowed to leave early will not be charged leave for that time.