

United States Department of Agriculture



Natural Resources Conservation Service
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SUBJECT: FNM – State Office Closing Information

DATE: November 19, 2009

TO: All State Office Employees

FILE CODE: 250-10-1

Purpose: To Provide Guidance to NRCS Employees for State Office Closings Due to Hazardous Weather.

Expiration Date: September 30, 2010

When local weather conditions justify a closing or delayed opening of the State Office, a decision will be made by the State Conservationist, or Acting State Conservationist, and a message will be posted by 6:30 a.m. With our current phone system, we will be sending messages to individual employee voice mail accounts. All Employees and Partners can access their messages by following these dial in instructions:

- 1) Dial 603-868-9931
- 2) When the greeting is heard, dial * (star) and your extension number.
- 3) Access your voice mail the same way you normally do.
- 4) You will then be able to hear the hazardous weather posting.

If there is no message related to hazardous weather conditions for the current date, the office is open and no administrative leave is granted. Employees are reminded that they have the option to use leave (credit, comp, annual) to remain at home, or leave the office early if there is inclement weather and the office is open.

For office closures during regular working hours, employees will not be charged annual leave. For timekeeping purposes, when the State Office is closed due to hazardous weather, the "Other Leave – Administrative" category should be selected. All employees should add a note to the timekeeper on their respective timesheet indicating that administrative leave was authorized due to hazardous weather.

Signed documentation of the closing or delayed opening, including the date, time and authorizing signature will be placed in the timekeeper's official file.

A handwritten signature in black ink, appearing to read "R. Ellsmore", written over a horizontal line.

RICHARD ELLSMORE
Acting State Conservationist – New Hampshire