

employees. The head of a facility other than the Baltimore or Annapolis State Office Building Complex shall follow the procedure set forth in Subsection C4 above.

#### 4. Other Circumstances

If circumstances other than those set forth in Subsections D2 and 3 above, appear to cause an emergency condition, an agency head shall contact the Secretary of Personnel or his designee for a determination of whether, in his or her judgment, there exists an emergency sufficient to warrant a declaration of an emergency condition and the approval of emergency release time to affected employees of the agency.

#### 5. Guidelines for Employees Release Time and Approval

When, as a result of emergency conditions, any facility is closed after the start of normal work hours or shifts and the employees assigned to the facility who have reported for work are dismissed, there shall be no loss of pay or charge to leave of any kind. Employees who have not reported to work and are not on prior approved paid leave, are to be given the option of the use of annual, personal, or accrued compensatory leave or approved leave without pay.

When any facility is closed prior to the start of normal work hours or shifts, employees, with the exception of those on prior approved paid leave, are to be considered on release time with no loss of pay or charge to leave of any kind.

Employees who are required to perform duties after an emergency condition is declared shall be compensated by compensatory time or additional pay as declared eligible and specified under Department of Personnel regulation and/or policy concerning work hours and overtime. Such additional compensation shall be equivalent to the release time of those employees who are released from the same facility.

Employees reporting late to work because of extreme weather conditions, dangerous traffic or highway conditions, or civil disorders, not yet declared an emergency condition, may be excused