



Mayor Catherine E. Pugh

INFORMATIONAL BULLETIN

Communication from the Office of the Labor Commissioner

Bulletin Number: 18-08
Prepared January 8, 2018

EARLY DISMISSAL FOR TODAY, JANUARY 8, 2018

Liberal Leave for Non-Essential Employees at 1:30 p.m.

(Authorization is required)

Effective at 1:30 p.m., liberal leave is in effect for non-essential employees. Non-essential employees must follow departmental leave request procedures. Non-essential employees working afternoon/evening shifts should seek guidance from their immediate supervisors regarding reporting. Employees will be required to use accumulated vacation, personal leave, or compensatory time, or authorized leave without pay.

Essential employees and employees designated as emergency essential for the current event must report to work or remain at work as scheduled unless informed otherwise by their agency head, designee or immediate supervisors.

All recreation centers will remain open. Recreation employees should seek guidance from their immediate supervisors regarding reporting to work.

As a reminder, you can receive updated information via our Facebook page [*@Baltimore City Office of the Labor Commissioner*](#), Instagram [*@baltimoreolc*](#), Twitter [*Baltimore City Office of the Labor Commissioner*](#), or call the City of Baltimore's dedicated hotline for employees (410) 361-9200.

Please refer to Administrative Manual Policy AM 204-22 Inclement Weather Conditions and City Emergencies Policy for details.