

Office closures during weather emergencies

We take the safety of our employees very seriously, as well as our duty to provide services to Minnesotans. Here's what you need to know about state agency office closures during any type of emergency situation (including winter weather emergencies) as well as how MMB will communicate emergency closure information.

Closing state offices and emergency paid leave

Minnesota Management and Budget (MMB) monitors for severe weather and can close state offices in the executive branch. Only MMB has authority to authorize state agencies in the executive branch to pay employees who do not work during emergency situations when the office is closed. ***It is very rare MMB will close all state offices.*** Most MMB-issued emergency closures occur at specific offices or in specific geographic locations. If MMB closes an office, agencies must ensure critical priority services are adequately staffed. This may require some employees to work during an emergency.

An agency head can choose to close their agency office(s) due to weather or other emergency situations. If you close an office, employees who do not work due to the emergency must cover the absence with vacation leave, an adjusted work schedule, compensatory time, or leave without pay unless paid emergency leave is approved by the MMB commissioner. Before closing an office, you must:

- Notify the Enterprise Continuity Steering Team as soon as possible regarding the emergency.
- Notify Cathy Hockert, Enterprise Continuity Director, or the Minnesota Duty Officer (after business hours) as soon as possible regarding the emergency.
- Notify your agency-based Chief Business Technology Officer (CBTO) as soon as possible regarding the emergency. It is MNIT's responsibility to communicate to MNIT staff regarding local contingency plans as a result of the emergency.
- Ensure critical priority services are adequately staffed.
- Refer to your continuity of operations plan and have employees work from alternate locations as much as possible.
- Determine whether you want to request paid emergency leave from the MMB commissioner for employees who do not work due to the emergency. Emergency paid leave is not guaranteed. You can find the [emergency paid leave guide](#) with request documents under the Agency Info tab on mn.gov/bereadymn.

When an employee is on a pre-approved leave during a facility closure

Generally, emergency paid leave will not be substituted for pre-approved leave. However, there may be some unusual circumstances for which MMB will consider substitutions. Those situations will be reviewed on a case-by-case basis.

When offices are open but employees can't get there

We recognize there may be unique weather situations due to an employee's location that makes it impossible for that employee to get to work even though a weather emergency has not been declared. In those circumstances, and provided they do not perform critical priority services, supervisors are encouraged to allow the employee to make up the lost time or use compensatory time or vacation leave.

When telework locations are disrupted

Generally, emergency paid leave will not be authorized when a teleworker working from home or other telework location loses power, water, or heat. Agencies should have strategies written into their current Continuity of Operations Plan to address these issues. You may consider a temporary return to the office or offer the same strategies listed earlier for making up time or covering the absence with an appropriate form of leave.

How MMB announces weather emergencies and office closures

- Notifies agency heads or their designee by phone, email, and/or emergency notification system
- Notifies local media to communicate information to the public
- Posts information on [Be Ready MN](#), MMB's emergency website
- Posts information on [MMB's Twitter](#) page
- Sends an email blast using [GovDelivery](#)