



Inclement Weather

The City of Cheyenne strives to maintain a workplace that is safe for all employees. From time to time weather and road conditions require that we modify our work schedule. The City of Cheyenne utilizes the following guidelines:

- If City operations are closed, non-essential employees stay home and employees will be paid as usual, pursuant to Personnel Rules and Regulations, Chapter XIV, Section 6, effective February 17, 2015. Essential employees required to work regardless of weather conditions are exempt from inclement weather leave.
- If City operations are open and the employee makes the decision to stay home, come in late, or leave early, the employee is to communicate with their Department or Division Director as to their decision and make arrangements for time away from work. Employees must use paid leave (vacation, personal day, goodie days) to remain home. Sick leave will not be available for this purpose. If the employee has no available paid leave, this will be unpaid leave.
- Employees who are not scheduled or available to work (i.e., employees already on paid or unpaid leave) will not be credited with additional hours of leave time or compensation due to the Snow/Inclement Weather closure and will continue to use paid leave time or unpaid leave hours, as applicable, during the Snow/Inclement Weather closure.

Please see your immediate Department Director or Division Director if questions exist.