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GOVERNOR



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MEMORANDUM

PERSONNEL MEMO 21-05

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Gerina D. Whethers, Secretary 

Date: February 15, 2021

Re: Executive Branch Closure

Effective today, when the Governor deems the weather, roads, or other conditions hazardous, an Executive Branch closure of state office buildings may be implemented for the safety and well-being of state employees.

In the event of an Executive Branch closure of state office buildings, the following staffing/work requirements apply:

- All telecommuting employees shall continue to work based on their scheduled work hours.
- Essential employees designated for mandatory operations should continue to report to work. Essential employees include, but are not limited to:
 - employees who work in 24-hour facilities such as parks, hospitals, prisons, or residential facilities;
 - law enforcement and emergency management personnel; and
 - highway and road crews.
- Non-essential employees who are scheduled to work in an Executive Branch state office building, who:
 - are able to perform duties remotely, shall continue to work based on their scheduled work hours via telecommuting.
 - cannot perform duties remotely, shall not report to work and will receive closure pay.

Upon occurrence and when necessary, the Personnel Cabinet will provide further instructions to agency HR offices, based on the specific scenario requiring the Executive Branch closure.

If you have any questions, please direct them to Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at MaryE.Bailey@ky.gov or Rosemary Holbrook, Assistant General Counsel, Office of Legal Services, at RosemaryG.Holbrook@ky.gov.