

On March 18, 2020, the Nebraska Supreme Court approved the following rule amendments to the Nebraska Supreme Court Personnel Policies and Procedures Manual, specifically rule 24, regarding “Office Closing,” and rule 26, regarding “Authorized Leave”:

## **Nebraska Supreme Court Personnel Policies and Procedures Manual**

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### **24. Office Closing ~~Due to Weather~~**

In inclement weather, employees should use their best judgment in trying to get to work. Employees not choosing to work due to weather conditions must use accrued vacation leave, earned compensatory time, or with supervisor approval may be allowed to make up missed work time within the work week.

If an employee’s work site is closed, due to inclement weather or other emergency situations, upon approval of the Administrative Office the employee shall be considered to be on a “ready to work” status. This means that the employee is ready and available to work and be called back to work at any time when the work site is re-opened. Employees in this “ready to work” status will be compensated. ~~If the weather is so severe that most local businesses are closed, the absence will be excused and compensated upon approval of the Administrative Office.~~

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### **26. Authorized Leave**

The following are forms of authorized leave: holiday, vacation, sick, funeral, military, civil, family/medical, ~~and~~ injury leave, Administrative Office approved “ready to work” status, and official leave of absence.

Authorized leave policies also apply to the Clerk of the Supreme Court and Court of Appeals, the Reporter of the Supreme Court and Court of Appeals, the State Court Administrator, the State Probation Administrator, Supreme Court and Court of Appeals Administrative Assistants, Career Law Clerks, and Non-Career Law Clerks with the Supreme Court or Court of Appeals. These leave policies also apply to official court reporters with some exceptions to the vacation leave policy as set out in the Supreme Court Rules Relating to Official Court Reporters. All full-time employees shall account for at least 40 hours of work or leave time per week.

An absence by an employee not authorized by the employee’s supervisor shall be considered as unauthorized leave.

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