

Glenn Highway Closure FAQ

1. Was there a delayed reporting time authorized by the State for Thursday?

Yes. There was a delayed reporting time of 9:00 a.m. for employees coming from Eagle River and North. All others had a normal start time.

2. If an employee was delayed past the 9:00 a.m. published start time, are they required to submit a leave slip for the additional time they are delayed?

No.

3. How do employees report their time if they attempted to come in but turned around and went home after sitting in traffic?

Employees will not be required to use leave but do need to enter "Glenn Highway Closure" in the comment section of the timesheet or TIMEI. Hours should be recorded as code 100.

4. What happens to employees who made it in, but arrived after the delayed start time?

Employees will not be required to use leave but do need to record their actual hours of work.

5. Is there a specific comment that should be noted in the comment section of the TIMEI or timesheet for Thursday and/or Friday?

The comment should be "Glenn Highway Closure".

6. How is the affected time reported on the TIMEI?

An affected employee would need to attach a paper timesheet with actual start/stop times and record the overall hours for the day as what was normally scheduled (i.e. 7:30).

7. Were all employees who normally drive from Eagle River and North given Friday, March 23 off?

No. Employees who work at 24-hour institutions, as well as those in other positions involving health and life safety, were required to be at work.

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8. If an employee had pre-arranged leave or called in sick are they required to submit a leave slip?

Yes.

9. Who should an employee call with questions?

Contact the [Employee Call Center](#) at (907) 465-3009 or employeecallcenter@alaska.gov