



Mayor Brandon M. Scott

INFORMATIONAL BULLETIN

Bulletin Number: 2022-07
January 20, 2022

Delayed Opening for Non-Essential Employees including Employees who are Teleworking, Thursday, January 20, 2022

Due to the road conditions resulting from the inclement weather, **City offices will open two (2) hours late today, Thursday, January 20, 2022, for non-essential employees and employees who are teleworking.**

For any time used up to the two-hour grace period, enter Administrative Leave Code 157 when entering in Workday. Employees arriving after the two-hour grace period, or who are taking leave, must use accrued vacation, personal leave, or compensatory time, or authorized leave without pay to cover the absence.

Essential employees and employees designated as emergency essential for the current event must continue to work as scheduled unless informed otherwise by their agency head, designee or immediate supervisors.

This decision is subject to change based upon changing conditions.

As a reminder, you can receive updated information via Instagram @olcbaltcity, Twitter @olcbaltcity, or call the City of Baltimore's dedicated hotline for employees (410) 361-9200.

Please refer to Administrative Manual Policy AM 204-22 Inclement Weather Conditions and City Emergencies Policy for details.