

**STATE OF MAINE**  
NOTIFYING AN EMPLOYEE OF POSSIBLE NON-WORK-RELATED EMERGENCY

The State as an employer is committed to meeting its responsibility of notifying employees of a possible emergency involving a family member.

Supervisors must not engage in deciding whether an emergency is serious enough to notify an employee immediately. It is the responsibility of the affected employee to determine whether an emergency is of a nature that demands immediate attention.

In the event of a non-work-related emergency, the affected employee's department/agency shall make every effort to notify the employee without delay and allow the employee the necessary time to determine by telephone the nature and extent of the emergency.