

memorandum

DATE: March 19, 2002

REPLY TO
ATTN OF: AD-442:Blaylock

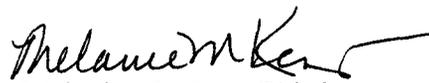
SUBJECT: **TIME AND ATTENDANCE REPORTING FOR MARCH 18, 2002**

TO: All ORO and OSTI Employees Duty Stationed in Oak Ridge, Tennessee

Due to the heavy rains that have flooded roads in many areas, management authorized a liberal leave policy for the morning of Monday, March 18, 2002. Under this policy, normal business hours are observed; however, individual employees are permitted to use leave or credit hours, without prior approval, to cover all or part of their absence caused by a hazardous weather situation. In addition, supervisors may excuse up to 2 hours of tardiness under this policy. Employees receiving excused tardiness should be charged with Administrative Leave Due to Weather (Code 061). Tardiness in excess of 2 hours should be charged to an appropriate leave category. Employees who were scheduled to work and did not report for duty at all on March 18, 2002, should be charged with an appropriate leave category for the entire day.

The decision was made to close the 55 Jefferson building at 8:25 a.m. on March 18 due to building flooding. Employees assigned to this building should be charged with Administrative Leave Due to Weather (Code 061) from 8:25 a.m. through the remainder of their work schedule for March 18, 2002.

Questions regarding excused absence or leave in any specific situation should be directed to your timekeeper or to your Human Resources Specialist.


Melanie M. Kent, Chief
Personnel and Management
Analysis Branch