

memorandum

DATE: February 18, 2003

REPLY TO

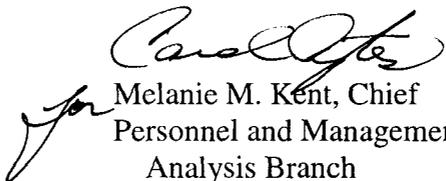
ATTN OF: AD-442:Blaylock

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR FEBRUARY 10, 2003**

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

Due to hazardous road conditions, management authorized a liberal leave policy for the morning of Monday, February 10, 2003. Under this policy, normal business hours are observed; however, 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 February 10, 2003, should be charged with an appropriate leave category for the entire day.

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