

# memorandum

DATE: January 24, 2003

REPLY TO

ATTN OF: AD-442

SUBJECT: **TIME AND ATTENDANCE REPORTING**

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

**Thursday, January 16, 2003 and Wednesday, January 22, 2003**

Due to approaching winter storms, supervisors were authorized to excuse employees 2 hours early on Thursday, January 16, 2003 and on Wednesday, January 22, 2003. Employees who departed the workplace within 2 hours of the end of their normal work schedule on either of these dates should be charged with Administrative Leave Due to Weather (Code 061). Those who departed the workplace prior to the excusal should be charged with an appropriate leave category from the time of departure until the end of their work schedule.

**Friday, January 17, 2003**

Management authorized a liberal leave policy due to a hazardous weather situation on Friday morning, January 17, 2003. 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 the hazardous weather situation. 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 on this date but did not report for duty at all should be charged with an appropriate leave category for the entire day.

**Thursday, January 23, 2003**

Management delayed the opening of Oak Ridge Operations until 10 a.m. on Thursday, January 23, 2003, and instituted a liberal leave policy for this date. Those who reported at 10 a.m. should be charged with Administrative Leave Due to Weather (Code 061) until 10 a.m. Under the liberal leave policy, supervisors had the discretion to authorize a maximum of 2 hours of excused absence beyond the 10 a.m. opening time. Employees who reported between 10 a.m. and noon should have their absence for this period charged to Code 061. Those who reported for duty after noon on this date should be charged with an appropriate leave category between noon and the time of arrival. Those who did not report for duty at all should be charged with Code 061 until 10 a.m. and with an appropriate leave category thereafter.

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

  
Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch