U.S. Department of Energy

OAK RIDGE OPERATIONS OFFICE

ANNOUNCEMENT

3630

November 19, 2003

SUBJECT: ORO/OSTI/YSO HAZARDOUS WEATHER POLICY

With the approach of the winter season, we would like to remind employees of the Oak Ridge Operations Office (ORO)/Office of Scientific and Technical Information (OSTI)/Y-12 Site Office (YSO) hazardous weather policy. Employees should assume that ORO, OSTI, and YSO offices will be open unless informed to the contrary.

In the event a decision is made to close ORO, OSTI, and YSO early due to hazardous weather, employees will be informed through supervisory channels. If a decision is made to open late or remain closed, this information will be relayed to local television and radio stations in the Knoxville/Oak Ridge area for public broadcast. In addition, employees may call the **Employee Hotline at 576-9398** to hear a recorded message regarding adjustment to ORO/OSTI/YSO business hours during hazardous weather.

In a hazardous weather situation where ORO, OSTI, and YSO are not closed, a liberal leave policy will go into effect. The purpose of this policy is to allow individual employees to use leave or credit hours, without advance approval, to cover all or part of their absence caused by the hazardous weather situation. Under this policy, each employee must assess his or her own situation and make a personal decision as to whether to report to work. Supervisors may excuse up to 2 hours of tardiness if a hazardous weather situation is officially declared.

Employees working on the Variable Week Schedule (VWS) or a part time schedule will not be entitled to an alternate day off if the office is closed on their regularly scheduled day off. This applies regardless of whether the office closes during duty hours or prior to the time employees are scheduled to report for duty.

Specific instructions for timekeepers are attached. Any questions regarding excused absence and/or leave in specific situations should be directed to your Human Resources Specialist.

Melanie M. Kent

Melanie M. Kent, Chief
Personnel and Management
Analysis Branch

Attachment

DISTRIBUTION: TO ALL ORO, YSO, & OSTI EMPLOYEES **No: 06**

Delayed Opening

If the decision is made to delay opening the Oak Ridge Operations Office (ORO)/Office of Scientific and Technical Information (OSTI)/Y-12 Site Office (YSO), employees who report for duty at the delayed opening time should be charged with Administrative Leave (Code LN) from the beginning of their work schedule until the delayed opening time. Tardiness exceeding the delayed opening time should be charged to an appropriate leave category. Those who do not report for duty at all on days when the opening of the office has been officially delayed should be charged with Administrative Leave (Code LN) from the beginning of their work schedule until the designated opening time and an appropriate leave category for the remainder of their work schedule.

Offices Do Not Open

If the decision is made not to open ORO/OSTI/YSO offices on a given day due to hazardous weather, employees who were regularly scheduled to work on that day, regardless of leave which may have been approved otherwise, should be charged with Administrative Leave (Code LN). Time and attendance records for employees whose part time or VWS day off falls on such a day should continue to reflect the regularly scheduled day off.

Early Dismissal

If the decision is made to authorize the early dismissal of employees, those who depart at or after the established dismissal time should be charged with Administrative Leave (Code LN) for the remainder of their work schedule. Those who depart prior to the established dismissal time should be charged with an appropriate leave category from the time they departed the workplace to the end of their work schedule. Those who are scheduled to work and do not report for duty at all or who are on approved leave on days when the decision is made to authorize early dismissal should be charged with an appropriate leave category for the entire day.

Liberal Leave Policy

If business hours are not adjusted during a hazardous weather situation, the liberal leave policy as described on the reverse shall apply, including supervisory discretion to authorize a maximum of 2 hours of excused absence. This flexibility is intended to provide additional time for employees to exercise due caution in reporting for duty or driving home. Employees who do not report for duty on these days must be charged with an appropriate leave category for the entire day.