

memorandum

DATE: January 9, 2004

REPLY TO

ATTN OF: AD-442:Stotemyer

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR JANUARY 9, 2004**

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 Friday, January 9, 2004. 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 (Code LN). 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 January 9, 2004, 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