

U.S. Department of Energy

OAK RIDGE OFFICE

ANNOUNCEMENT

630

December 15, 2010

SUBJECT: ORO/OSTI HAZARDOUS WEATHER POLICY

As a reminder, adjustments in business hours for the Oak Ridge Office (ORO) and the Office of Scientific and Technical Information (OSTI) that may be made for any reason will be announced on the **Employee Hotline at (865) 576-9398**. In addition, information will be posted on the ORO Facebook page located at <http://www.facebook.com/login.php>. We will not depend on local media outlets to deliver information to employees about business hour changes.

In a hazardous weather situation where ORO and OSTI 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 hazardous weather. 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 two hours of tardiness if a hazardous weather situation is officially declared.

Employees working on the Variable Week Schedule 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, Chief
Federal Human Resources Branch

Attachment

Delayed Opening

When a decision is made to delay opening the Oak Ridge Office (ORO) or the Office of Scientific and Technical Information (OSTI), 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 Are Closed

When a decision is made to close ORO/OSTI official duty stations on a given day due to hazardous weather, employees who were regularly scheduled to work at the official duty stations 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. Employees working at a flexiplace site on that day should report to work unless the site has also been officially closed.

Early Dismissal

When a 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. (Collective bargaining agreement provisions covering hazardous weather dismissals should be consulted for employees in applicable positions.) 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.