

memorandum

DATE: January 23, 2008

REPLY TO
ATTN OF: AD-442:Kent

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR JANUARY 22, 2008**

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

Due to hazardous road conditions, the liberal leave policy was invoked for the morning of Tuesday, January 22, 2008. Also, in anticipation of deteriorating weather conditions, employees were dismissed at 3:00 p.m. on that date. Time and attendance records should be coded in accordance with the provisions of the Oak Ridge Office/Office of Scientific and Technical Information Hazardous Weather Policy which can be accessed on the Human Resources Division web site at <http://www.oro.doe.gov/pmab/Announcements>.

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



Melanie M. Kent, Chief
Federal Human Resources Branch