

This is a reminder that the **Employee Hotline at (865) 576-9398** should be your first resource to determine if business hours have been adjusted for any reason. In addition, information will be posted on the Oak Ridge Office Facebook page located at <http://www.facebook.com/login.php>. Local media outlets will not be used to deliver information to employees about business hour changes.

When Federal Offices remain open during inclement weather, management may authorize liberal leave. The purpose of liberal leave 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 weather. When liberal leave is authorized, each employee must assess his or her own situation and make a personal decision about reporting to work. Supervisors may excuse up to two hours of tardiness when liberal leave is authorized and a hazardous weather situation is officially declared in order to allow employees additional flexibility to exercise due caution in reporting for duty.

In accordance with the provisions of the July 2011, DOE-Flex Desk Reference, if a decision is made to close the Federal offices, both essential and non-essential employees must telework, provided they have a situational telework agreement in place, or charge leave “unless there is good reason for excusing those employees who would otherwise telework.” If administrative leave is not authorized, employees will be expected to telework or charge leave from an appropriate leave category.

Employees working on the Variable Week Schedule or a part-time schedule will not be entitled to an alternate day off if offices are closed and the use of administrative leave is authorized on their regularly scheduled day off. This applies regardless of whether the office should close during duty hours or prior to the time employees are scheduled to report for duty.

Specific instructions for timekeepers are attached. Supervisors are encouraged to consult the Collective Bargaining Agreement for provisions pertaining to Bargaining Unit employees. Questions regarding excused absence and/or leave in specific situations should be directed to your Human Resources Specialist.