

# memorandum

DATE: December 28, 1998

REPLY TO

ATTN OF: AD-442:Blaylock

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR DECEMBER 23, 1998**

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

Due to icy road conditions and the threat of an ice storm, management authorized the early dismissal of employees at 10:00 a.m. on Wednesday morning. Those employees who departed the workplace at or after 10:00 a.m. should be charged with Administrative Leave Due to Weather (code 061) for the remainder of their work schedule. As stated in the November 23, 1998 announcement regarding the ORO/OSTI Hazardous Weather Policy, those who departed 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.

Employees who were scheduled to work and did not report for duty at all on Wednesday, December 23, 1998, 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 your Personnel Management Specialist.

Lois Jago, Chief  
Personnel and Management  
Analysis Branch