



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-ZA

18 January 2013

MEMORANDUM FOR SEE DISBRIBUTION

SUBJECT: Commander's Policy Letter #6: Charging of Leave During Severe Weather Emergencies or Other Emergency Situations

1. Applicability. This policy applies to civilian employees assigned to USAG, Fort A.P. Hill.
2. Proponent. Resource Management Office (RMO).
3. Reference. DoD Instruction Number 1400.25, DoD Civilian Personnel Management System: Hours of Duty, Volume 610, Paragraph 2, December 1996, Administratively reissued April 6, 2009.
4. Policy. This policy refers to civilian employee leave during severe weather emergencies or other emergency situations as directed by the Commander, USAG Fort AP Hill. All employees are to presume, unless otherwise notified, that their office or activity will be open each regular workday regardless of any weather or other emergency conditions which may develop. However, emergency situations may arise which are beyond the control of management or the employees and prevent the opening of Fort A.P. Hill or prevent employees from getting to work, or create the necessity to dismiss employees early. An emergency is a situation which may prevent employees, in significant numbers, from reporting for work, or may necessitate the closing of the installation. The emergency situation must be general rather than personal in scope and impact. Emergency situations may be caused by heavy snow, severe icing, flood, earthquakes, hurricanes, or other natural disasters, air pollution, massive power failure, etc.
5. The below guidance regarding leave and administrative dismissal during emergency situations is in accordance with the reference and will be followed at Fort A.P. Hill in emergency situations:
 - a. Emergency Situations Occurring During the Workday.
 - (1) In the event an employee is away from work for a full day on approved leave (annual or sick) and it becomes necessary to close the post for a portion of the day, the employee is charged for a full day of leave (as they would have been if the post remained open).

(2) If prior to the start of the workday, management encourages use of liberal leave and the employee takes leave and does not come to work, and the Commander makes the determination to close the post after the start of the workday, the employee is charged for a full day of leave.

(3) If an employee reports to work and the post closes for a portion of the day, the employee is not charged any annual leave. They receive administrative leave for the portion of the day the post is closed.

(4) If an employee reports to work and an announcement is made that the post will be closing, if the employee elects to take leave prior to the closing time, the employee is charged only for that period of time between the regular hours they worked and the time administrative leave went into effect.

(5) If an employee reports to work and takes annual leave before announcement that the post is closing, the employee will be charged annual leave for the entire portion of the day that employee was absent.

(6) An employee on scheduled leave for the initial portion of the day and cannot later work because of post closure will be granted administrative leave for the period between the announced closing time and the end of the workday.

b. Emergency Situations Occurring Before the Start of the Workday.

(1) If an announcement is made that the post will be opening late (for example at 10 a.m.) and unscheduled leave is in effect, an employee who elects to be on annual leave will be charged for the number of hours the post was open.

(2) In the event the post must be closed for an entire day, affected federal employees will be granted administrative leave.

6. The following guidance is issued for Directorate of Emergency Services personnel:

a. Fire Fighters and Police Officers are expected to work regardless of weather conditions. However, in the event a Firefighter or Police Officer is in a leave status, their leave will be adjusted accordingly following prescribed policies and procedures for leave processing.

b. Leave and administrative dismissal during emergency situations for administrative personnel within the Directorate of Emergency Services (DES) who are not counted as daily staffing will be charged leave in accordance with Paragraph 5 unless requested to report to work by Command, DES Director, Fire Chief or Police Chief. When required to do so, no additional compensation will be granted.

7. Examples of the aforementioned policy can be found at encl 1. Any unique circumstances occurring which are not covered by the above guidance will be forwarded to the Deputy Garrison

Commander for disposition.

8. In the event that administrative leave is granted for an emergency situation, timekeepers should contact RMO to determine the appropriate leave code to post in the timekeeping system.

9. Point of Contact. Lisa Skinner, Resource Management Officer, at (804) 633-8102.



PETER E. DARGLE
LTC, AR
Commanding

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DISTRIBUTION:

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Enclosure
Examples of How to Charge Administrative Leave during Emergency Situations

Employee 1: Jack is an employee who's regular work schedule is 0800-1630 hours. He has lunch from 1200-1230 hours. Jack is granted administrative leave for the current emergency.

1. Post is open with liberal or unscheduled leave in effect. Jack calls in and states he isn't coming to work. He is charged a full day of leave.

2. Emergency Situations Occurring Before the Start of the Workday:

a. Jack has a preapproved leave slip in for annual/sick leave for Jan 26 all day. Post announces 2 hour delayed opening. His leave request is adjusted to give 2 hours of admin leave and 6 hours of annual/sick leave.

b. Jack has a preapproved leave slip in for 2 hours (0800-1000) annual/sick leave for Jan 26, he is scheduled to report to work after that time. Post announces 2 hour delayed opening. He receives 2 hours admin leave and is not required to take annual/sick leave.

c. Jack is scheduled to report to work (0800-1100). He has a leave slip in for the remaining 5 hours (1100-1430) annual/sick leave for Jan 26. Post announces 2 hour delayed opening. He decides not to report to work for the 1 hour and calls in. He is granted 2 hours admin leave and 6 hours of annual/sick leave.

d. Post announces 2 hour delayed opening. Jack calls in and states he isn't coming to work. He is granted 2 hours admin leave and 6 hours of annual/sick leave.

e. Jack has a leave slip in for 2 hours (0800-1000) annual/sick leave for Jan 26, he is scheduled to report to work after that time. Post announces it will be closed. He is charged admin leave for the entire day.

f. Jack has a preapproved leave slip in for annual/sick leave for Jan 26 all day. Post announces it will be closed. He is charged admin leave for the entire day.

3. Emergency Situations Occurring During the Workday:

a. Post is open with liberal or unscheduled leave in effect. Jack calls in and states he isn't coming to work. Post later decides to close at 1500. He is charged a full day of leave.

b. Post announces 2 hour delayed opening. Jack reports to work at 1000. Post later decides to close at 1500. Jack is granted 2 hours of admin leave for the delayed opening, and 1.5 hours of admin leave for post closing early.

c. Post announces 2 hour delayed opening. Jack calls in and states he isn't coming to work. He is granted 2 hours admin leave and 6 hours of annual/sick leave. Post later decides to close at 1500. He does not get the admin leave in the afternoon.

d. Jack reports to work. At 1100 Post decides to close at 1500. He decides to leave at 1200. He is charged 2.5 hours of annual/sick leave and is granted 1.5 hours of admin leave for post closing early.

Examples of How to Charge Administrative Leave during Emergency Situations

e. Jack reports to work. He has preapproved leave for (1200-1430). At 1100 the Post decides to close at 1200. He is not charged annual/sick leave he gets 4 hours admin leave.

f. Jack reports to work. He leaves at 1200. At 1400 Post decides to close at 1500. He is charged 4 hours of annual/sick leave and does not receive any hours of admin leave for post closing early because he left prior to the closing announcement.

g. Jack reports to work. He has preapproved leave for (1000-1200) and then plans to return. Post decides to close at 1200. He is granted 4 hours admin leave for the remainder of the day.

h. Jack is scheduled to come to work, but because he thinks the weather is bad he calls in. At 1100 Post decides to close at 1200. He is charged annual leave for all day. He does not get the admin leave.

Employee 2: Jim, is an employee who's regular work schedule is 0800-1630 hours. He has lunch from 1200-1230 hours, Jack is NOT granted administrative leave for the current emergency as he is required to work during this emergency.

1. Emergency employees who do not report for work as required may be charged annual leave, sick leave, credit hours, compensatory time earned, LWOP, or absence without leave (AWOL) if appropriate.

2. Post is open with liberal or unscheduled leave in effect. Jim calls in and states he isn't coming to work. He is charged a full day of leave.

3. Emergency Situations Occurring Before the Start of the Workday:

a. Jim is supposed to report for work. After hearing that the post is closed, he calls in and states he isn't coming to work. He is charged a full day of leave.

b. Post announces 2 hour delayed opening. He calls in and states he isn't coming to work. He is charged a full day of leave.

c. Jim has a preapproved leave request for Jan 26th all day. Post announces it will be closed. He is charged a full day of leave.

d. Jim has a preapproved leave slip in for annual/sick leave for Jan 26 all day. Post announces 2 hour delayed opening. He is charged a full day of leave.

e. Jim has a preapproved leave slip for 2 hours (0800-1000) annual/sick leave for Jan 26, he is scheduled to report to work after that. Post announces 2 hour delayed opening. He is charged 2 hours annual/sick leave and reports to work at 1000.

f. Jim has a preapproved leave slip for 2 hours (0800-1000) annual/sick leave for Jan 26, he is scheduled to report to work after that. Post announces it will be closed. He is charged 2 hours of annual/sick leave and he should report to work the remainder of the day or will be charged leave.

Examples of How to Charge Administrative Leave during Emergency Situations

g. Jim is scheduled to report to work (0800-1100). He has a leave slip in for the remaining 5 hours (1100-1430) annual/sick leave for Jan 26. Post announces 2 hour delayed opening. Jim decides not to report to work at all and calls in. He is charged a full day of leave.

4. Emergency Situations Occurring During the Workday:

a. Post is open with liberal or unscheduled leave in effect. Jim calls in and states he isn't coming to work. Post later decides to close at 1500. He is charged a full day of leave.

b. Post announces 2 hour delayed opening. Jim reports to work on time (0800). Post later decides to close at 1500. He remains at work the remainder of the day or will be charged leave.

c. Post announces 2 hour delayed opening. Jim calls in and states he isn't coming to work. He is charged a full day of leave. Post later decides to close at 1500. He does not get admin leave in the afternoon.

d. Jim reports to work. At 1100 Post decides to close at 1500. He decides to leave at 1200. He is charged 4 hours leave.

e. Jim reports to work. He has preapproved leave for (1200-1430). At 1100 the Post decides to close at 1200. He is charged 4 hours annual/sick leave.

f. Jim reports to work. He leaves at 1200. At 1400 Post decides to close at 1500. He is charged 4 hours of annual/sick leave and does not receive any hours of admin leave.

g. Jim reports to work. He has preapproved leave for (1000-1200) and then plans to return. Post decides to close at 1200. He should return to work or is charged 4 hours leave for the remainder of the day.

h. Jim is scheduled to report to work, but because he thinks the weather is bad he calls in. At 1100 Post decides to close at 1200. He is charged annual leave for all day. He does not get admin leave.