

From: AVN PAO
To: [Avn All \(DIR\)](#); [DSCR Activities \(DIR\)](#)
Subject: Implementation of Weather & Safety Leave Regulations for DLA - Impact to Telework & Excused Absence
Date: Monday, September 10, 2018 11:13:58 AM
Attachments: [DTM 18-006 Weather and Safety Leave 31 May18.pdf](#)
[DLA Guidance - Dismissal and Closure Procedures \(May 2018\).pdf](#)
Importance: High

SENT AT THE DIRECTION OF ROCKY WEAVER, DLA HUMAN RESOURCES SERVICES

With the possible chance of a hurricane making landfall that will possibly affect DLA Aviation Activities, I wanted to share with everyone the message that went out several months ago.

I am writing to alert you to a change in Federal personnel policy from the Office of Personnel Management (OPM) that will affect how we handle leave, telework, and excused absence when severe weather or other similar emergencies cause DLA workplaces to close.

OPM recently issued final regulations implementing portions of the Administrative Leave Act of 2016, with specific policy on a new category of administrative leave called "Weather & Safety Leave." This type of paid administrative leave will be granted when employees are prevented from safely traveling to or performing work at a location approved by the agency due to severe weather or similar events. However, the regulations also implement new policy regarding employees participating in our telework program, as well as employees on pre-approved scheduled leave during those closure days.

For Teleworkers:

Effective immediately, **all telework-ready DLA employees** will be expected to telework their regularly scheduled workday if the operating status changes to closed (or red), typically for inclement weather. Previously, only those DLA employees who were already scheduled to telework on a "red day" had to do so. Other telework-ready employees had the option to telework under such circumstances but were not required to do so. This means telework-ready employees will no longer be granted excused absence (i.e., administrative leave) on inclement weather days. Such employees will still have the option of choosing to take annual leave or other authorized paid time off rather than telework on such days.

"Telework-ready" means an employee must be on a current telework agreement (either regular & recurring or situational), have the necessary equipment and connectivity in place to perform assigned duties, and have sufficient productive work available to fill the time involved.

This will require a change in behavior, awareness and preparedness for some DLA employees. Whereas previously you could assume you wouldn't have to telework if you weren't previously scheduled to telework on a red day, now **it's up to each employee to be aware of the potential for inclement weather or other circumstances that might trigger a change in operating status and be prepared for such an outcome**, typically by taking your DLA-issued laptop home the day before or taking advantage of the ability to use your home computer to access the DLA network through our Virtual Desktop capability. **In rare circumstances**, the regulations allow for granting weather and safety leave to a teleworker if an employee could not reasonably have anticipated the conditions causing the closure, or if the approved telework site is not safe or usable (e.g., power outage at

home). **In most situations, however, if a DLA location is closed due to inclement weather, teleworkers will be expected to telework or take annual leave.**

For Employees on Pre-approved Scheduled Leave:

Another change in the new regulations: on days when DLA locations are closed due to severe weather or other similar event, employees on pre-approved scheduled annual leave or other authorized paid time off will be charged leave for that day. **Those hours will not be converted to excused absence.** However, if the employee is scheduled to use sick leave for a medical appointment and that medical appointment is cancelled, the legal basis for the sick leave has been eliminated and the sick leave must be cancelled. In addition, if a telework-ready employee has scheduled annual leave, that leave may be cancelled if the employee is ready, willing, and able to telework and agrees to perform telework in lieu of the scheduled leave.

What is the Reason for the Changes?

These changes are Congressionally mandated and reflect Congress' intent to enable Federal agencies to maintain continuity of operations and mission and remain productive during emergency situations, while also ensuring the safety of employees.

If you have questions or concerns about how these changes will affect you, please discuss them with your supervisor, or refer your questions to your servicing DLA Human Resources Services office.