



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO
ATTENTION OF

27 OCT 1998

AMCPE-CE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Leave Status During Activity Closings Due to Inclement Weather

1. References: Army Regulation 690-990-2, Book 610, Subchapter 3-3a and Federal Personnel Manual, Supplement 990-2, Book 610, Appendix A.

2. During emergency situations (e.g., snow storms, icing, floods, tornadoes, etc.) which necessitate closing or partial closing of activities, the following guidelines for facilitating dismissal apply:

a. During Working Hours:

(1) If an employee is on duty and is excused, there is no charge to leave for the remaining hours of the work shift following excusal.

(2) If an employee is on duty and departs on leave after official word is received but before the time set for dismissal, leave is charged only from the time the employee departs until the time set for dismissal. Employees should not be permitted to depart before the time set for dismissal without a charge to leave.

(3) If an employee is scheduled to report for duty after an initial period of leave and dismissal is given before the employee can report, leave is charged until the time set for dismissal.

(4) If an employee is absent on approved leave for the entire work shift, the entire absence is charged to appropriate leave, e.g., annual, sick, or leave without pay (LWOP).

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b. During Non-working Hours:

(1) When hazardous situations develop during non-working hours and federal offices are opened as scheduled, but employees are late because of the hazardous conditions, the approving authority may excuse up to 2 hours without charge to leave. Also, longer periods of tardiness may be excused by a higher level of management. In addition, annual leave and/or LWOP may be charged for absences in excess of the authorized 2-hour limit when deemed appropriate by a higher level of management.

(2) On occasions when areas are impacted by hazardous conditions which are not uniform in severity, but which prevent certain individuals or segments of the work force from getting to work as scheduled, authorization for liberal use of annual leave or LWOP is appropriate. However, depending upon specific circumstances, excused absence may be a viable alternative.

(3) If a decision is made during non-duty hours to close the activity for the entire day, all employees would be granted administrative leave except for those who are in a non-pay status both the day before and the day after the day of closing.

3. This guidance does not supersede nor replace negotiated agreements between unions and management.

4. The point of contact for this action is Teresa Greene, DSN 767-3408 or (703) 617-3408.

5. AMC -- America's Arsenal for the Brave.

FOR THE COMMANDER:

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MELINDA McMILLON DARBY
Deputy Chief of Staff
for Personnel

CRAIG H. GLASSNER
Colonel, GS
Assistant Deputy Chief
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