

Date: 04/23/2012



Environmental Management Consolidated Business Center (EMCBC)

Subject: Local Inclement Weather Policy

Local Policy

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Human Resources

1.0 PURPOSE

The following policy applies to Severe Inclement Weather situations which prevent or significantly hinder EMCBC Federal employees from reporting to work on time or which require the office to close because of severe adverse weather conditions.

2.0 APPLICABILITY

This procedure applies to all full and part-time employees assigned to the EMCBC located in Cincinnati, OH, including EMCBC employees who are duty stationed at various other sites. EMCBC serviced sites may elect to adopt this procedure for conduct of their business.

3.0 REQUIREMENTS

- 3.1 Title 5, United States Code, Chapters 61 (Hours of Work) and 63 (Leave)
- 3.2 5 CFR, Parts 610 (Hours of Duty) and 630 (Absence and Leave)
- 3.3 U.S. Office of Personnel Management, Unscheduled Leave Policy
- 3.4 DOE Order 322.1C, Pay and Leave Administration and Hours of Duty
- 3.5 IP-322-03, EMCBC Procedure on DOE-Flex (Telework)
- 3.6 PS-322-02, EMCBC Policy on DOE-Flex

4.0 DEFINITIONS

4.1 Excused Absence – Excused absence, which is also referred to as administrative leave, is intended to be used for brief periods of time without charge to leave or loss of pay. At management’s discretion, an employee may be granted a reasonable amount of excused absence if it is in the best interest of DOE or the Federal Government or when it would be inequitable to charge leave.

4.2 Unscheduled Leave – Implemented due to adverse weather conditions that allows employees to use annual leave, compensatory time off (including “travel

comp”), sick leave, as appropriate; or leave without pay (LWOP) without the prior approval of their supervisors (previously referred to as the “liberal leave” policy). Employees must contact their supervisors to notify them of their intent to use unscheduled leave.

4.3 Unscheduled Telework – Implemented due to adverse weather conditions that allows telework-ready employees to telework. Employees must contact their supervisor to notify them of their intent to use unscheduled telework.

5.0 RESPONSIBILITIES

5.1 Director, EMCBC (or designee) is responsible for:

5.1.1 Making decisions regarding EMCBC office closure and notifying managers/supervisors of such decisions; and

5.1.2 Authorizing implementation of Unscheduled Leave/Unscheduled Telework policy.

5.2 Supervisors/Managers are responsible for:

5.2.1 ensuring employees are notified when the office is closed, including during the normal business day when early dismissal is warranted;

5.2.2 granting (at their discretion) a reasonable amount of excused absence, if appropriate, for circumstances such as reporting delays or early departures caused by inclement weather;

5.2.3 allowing Unscheduled Leave/Unscheduled Telework during times of severe inclement weather;

5.2.4 ensuring telework is not performed if training is not completed and without an approved telework plan; and

5.2.5 approving change in tour of duty or change in AWS day off if it hasn’t already occurred during the pay period.

5.3 Employees are responsible for:

5.3.1 determining whether the EMCBC offices are open by contacting the EMCBC inclement message line (513-246-0500), accessing the EMCBC Web mail from their home computer and/or contacting their supervisor;

5.3.2 recognizing that inclement weather has the potential to impact their commute to or from work, which requires assessing travel conditions and determining when

or if they should proceed to or depart from work;

5.3.3 always placing personal safety above on-time arrival at (or early departure from) work when faced with such decisions while commuting, applying utmost caution and common sense (e.g., leave home earlier and drive slower);

5.3.4 communicating with their supervisor to notify them of their situation, including (as appropriate) their intention to use annual leave, compensatory time off/compensatory time off for travel, sick leave, as appropriate; or LWOP in accordance with the Unscheduled Leave policy, or request approval to change their tour of duty for the day, or change their AWS day off if it hasn't already occurred during the pay period;

5.3.5 notifying supervisor of intent for Unscheduled Telework if all telework training is completed and a Situational telework plan has been approved;

5.3.6 submitting an electronic leave request via ESS for approval upon return to work;

5.3.7 properly coding Time and Attendance (T&A); and

5.3.8 recording accomplishments in the Flexiplace Accomplishment Tracking (FAT) system by close of business telework day.

6.0 GENERAL INFORMATION

Closing the office will only be done under the most extreme conditions and generally at the request of local governments to aid their weather-related operations such as snow removal.

The following will be used to communicate EMCBC office closures:

6.1 If severe inclement weather develops during the normal business day and an early dismissal is warranted, it will be announced through the supervisory chain-of-command and e-mail.

6.2 If severe inclement weather develops during off duty hours, the office closure will be announced by various means. Employees may:

6.2.1 hear the message by dialing (513) 246-0500 and pressing the star (*) key during the delivery of the options, callers will then be routed to the voicemail hosting the message system; or

6.2.2 access EMCBC Web mail from their home computers by going to mail.emcbc.doe.gov and entering their full e-mail address as their user name and network password.

In cases when the office is operational and weather emergencies have been declared in other locales within the EMCBC commuting area, the EMCBC will operate under an Unscheduled Leave and Unscheduled Telework policy. In this case, employees may use annual leave, compensatory time off/compensatory time off for travel, or sick leave, as appropriate, or LWOP without the prior approval of their supervisors; or request approval to change their tour of duty for the day, or change their AWS day off if it hasn't already occurred during the pay period. In addition, at their discretion, supervisors may grant a reasonable amount of excused absence to employees who are unavoidably delayed in arriving to or who desire to depart early from work. Employees are responsible for communicating with their supervisor to notify them of their situation, including (as appropriate) their intention to use leave or telework in accordance with the Unscheduled Leave and Unscheduled Telework description as described in this policy. Employees' decisions regarding commuting to and from work under these circumstances should place personal safety above all other considerations.

EMCBC RECORD OF REVISION**DOCUMENT - DOE-EMCBC-001 Rev 3 Local Inclement Weather Policy**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Local Policy	All	02/08/06
2	Rewrite of Local Policy	All	01/31/08
3	Corrects DOE Order reference/Review	All	04/23/12