

Fort Knox CPAC...



HR Tip of the Week

EXCUSED ABSENCE DUE TO WEATHER

With the winter season upon us, it is inevitable that there will be inclement weather that will cause employees to question whether or not they are to report for work on time. All employees should presume, unless otherwise notified, that their office or activity will be open each regular workday regardless of weather conditions that may develop. However, there may be occasions in which it becomes necessary to dismiss employees early or delay reporting.

When conditions develop during the duty day that require early release, only employees that are on duty at the time of the release are excused for the remainder of their duty day without charge to leave. Supervisors will be notified of any authorized early release through their chain of command. Employees will be released in phases beginning with those who live farthest from the installation. Phased early release reduces the congestion of traffic departing the installation and the safety hazards inherent with inclement weather.

At times, weather conditions develop that require delayed reporting for employees. Delayed reporting means that employees have an additional amount of time to report for duty. The intent of delayed reporting is to provide additional time to safely drive to work and not to simply delay departure for work. Employees are expected to get to work as soon as it is safely possible. Employees who arrive by the designated opening time will be granted administrative leave to cover the period from the beginning of their regular workday until their actual arrival. Employees who do not arrive by the designated opening time must request leave for any time absent beyond the designated arrival time. Employees who do not report at all must request leave for the entire day.

Telework is an option during inclement weather situations if the position is eligible for telework and the employee is a good candidate for telework. To utilize this option, there must be

an approved telework agreement in place. When emergency situations require early dismissal or closure at the traditional worksite, telework employees may not be excused from duty if work can proceed at the alternative worksite. Supervisors will determine if telework employees will be excused depending on conditions at the telework site.

Certain positions may be designated by Commanders and Directors as “essential”. Essential positions are those that are required to keep critical activities functioning during such weather emergencies. Employees whose positions are designated as essential must report for duty or stay on duty regardless of any delays or closures. Essential employees who fail to report are not authorized administrative leave and may be charged leave or absent without leave for their absence.

Communication is key during inclement weather. If there is an authorized delay or closure, the announcement will be made in local media outlets and on the Fort Knox website. However, if an employee has any question about reporting for duty they should always contact the supervisor.

Look for our next HR Tip on Reassignment vs. Realignment