



# CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of October 2022

## COVID-19 RELATED LEAVE STATUS

*Applicable to U.S. appropriated fund (APF) civilian employees*

**PURPOSE:** To summarize the appropriate leave status of civilian employees due to COVID-19 related absences.

**VACCINE-RELATED ABSENCES:** On January 21, 2022, a nationwide injunction was issued, preliminarily suspending the Federal Government's ability to implement and enforce the COVID-19 vaccination requirement for Federal civilian employees. Because the vaccine is not currently mandatory, the use of duty time to receive a vaccine is no longer applicable. Should the injunction be lifted, this guidance will be updated.

**Obtaining COVID-19 Vaccines and Booster Shots:** Employees are permitted up to 4 hours of administrative leave to receive a COVID-19 vaccine or authorized booster shot, or to accompany a family member to receive a COVID-19 vaccine or authorized booster shot. This includes time spent traveling to/from the vaccination location and any waiting time. If an employee spends less than 4 hours traveling/to from the vaccination location and obtaining the shot, they will only be granted the needed amount of administrative leave. **ATAAPS: LN, hazard code for physical fitness, PF.** *Note: Employees will not be credited with administrative leave or overtime work for time getting a vaccination or booster outside of their tour of duty.*

### Adverse Reactions:

- **Employees:** An employee who experiences an adverse reaction to a COVID-19 vaccine or booster that prevents the employee from working/teleworking will be granted no more than two workdays of administrative leave for recovery associated with a single vaccination dose. **ATAAPS: LN, hazard code PF.** If an employee needs more than two workdays to recover, they should request sick leave or other **personal leave**.
- **Family Member:** If a family member experiences an adverse reaction to the vaccination and requires the employee's presence and/or care, the employee should request sick leave for family care or other **personal leave**.

**DEPENDENT CARE:** Generally, DAF civilian employees have demonstrated their ability to balance work responsibilities with dependent care needs. OPM has clarified its pre-pandemic guidance on dependent care and telework. In accordance with current DAF telework policy, managers may authorize employees to telework even when they may also have dependent care responsibilities, so long as work and non-work hours are appropriately accounted for. Managers may also require employees to demonstrate their ability to complete their job assignments in such situations. Expectations between supervisors and employees in these situations should be clearly outlined on the DD Form 2946, Telework Agreement. *See the "DAF Civilian Workplace Reentry Guidance" located on the DAF COVID-19 website for additional information regarding dependent care and telework. See the Ramstein Telework fact sheet located on the Ramstein CPF website for additional information regarding telework requirements. Both resources are linked under the References and Resources section of this fact sheet.*

### QUARANTINE/ISOLATION ORDER, ILLNESS

**Work-Related Travel or Workplace Exposure:** If quarantine or isolation is required because of official travel (PCS or TDY) or workplace exposure, telework eligible employees are **required to telework** to the fullest extent possible as permitted by their position. If employees are not telework eligible and are not sick from COVID-19, commanders on g-series orders should provide weather and safety leave, or other administrative leave by following the WSL procedures outlined below.

**ATAAPS: LN hazard code PS**

- Employees that choose not to telework would need to request to use their own **personal leave**, such as annual leave.
- Employees who are symptomatic of COVID-19 and incapacitated for duty must request to use their own **personal leave**, such as sick leave.

*Note, if an employee believes they have been exposed and/or have become ill as a result of a work-related incident, they may file a workers' compensation claim under the Federal Employees' Compensation Act (FECA). See the "DAF COVID-19 Policy Update: August 2022" guidance located on the DAF COVID-19 website linked under the References and Resources section of this fact sheet for additional information.*

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**Illness and Non-Work Related Travel or Exposure:** Employees who are symptomatic of COVID-19 and incapacitated for duty should request to use their own personal leave, such as sick leave. Employees should be aware that personal travel may result in a mandatory quarantine before they are allowed to return to the workplace. If quarantine is required because of personal travel, and the employee is otherwise expected to be present onsite, the employee should take personal leave while quarantining. If an employee refuses to quarantine or refuses to take personal leave while under mandatory quarantine after personal travel, a commander may elect to bar the employee from the workplace for the safety of others. If the commander bars the employee from the workplace, the employee must be placed on administrative leave until it is determined what status the employee should be placed in while on quarantine. Commanders, however, should avoid placing an employee on extended administrative leave in this situation and should act quickly to determine the appropriate status for the employee. Commanders supervisors are strongly encouraged to consult with Employee Relations in this situation (see below).

**Family Member:** If an employee's presence is required to provide care for a family member who is ill or is subject to quarantine or isolation orders, the employee must request permission to use their **personal leave** or sick leave for family care while attending to dependent care needs.

**Barring from the Workplace:** Civilian employees cannot be mandated by DAF authorities to quarantine or isolate, but a commander may bar an employee from the workplace for the safety of others. Barred civilian employees returning to the worksite without proper authorization will be subject to disciplinary action IAW DAFI36-148, *Discipline and Adverse Actions of Civilian Employees*. While barred from their worksites on the installation or facility, such employees may be required to telework, as appropriate, or may be placed on administrative leave until the appropriate status is determined with consultation with Employee Relations and Legal. If commanders do not bar such employees from their worksites (due to critical mission needs), they must ensure appropriate mitigation measures are in place to ensure the safety of all employees. Commanders and supervisors should contact Employee Relations (contact information found in the footer below) for guidance and assistance prior to barring employees from the workplace, to determine if disciplinary action is warranted, and to quickly determine the appropriate leave status for the employee. Below are examples of when an employee could be barred from the workplace:

- Employee refuses to submit to mandatory screening testing from their worksites. **Note, in accordance with Ramstein COVID-19 Guidance, per DoD Force Health Protection requirements, and due to the decrease in the number of COVID-19 cases, Ramstein is no longer requiring/offering weekly COVID-19 tests to members who are not fully vaccinated; therefore, this example is not currently applicable, but is being maintained if/when it is applicable again (this fact sheet will be updated).**
- Employee refuses to quarantine, refuses to take personal leave while under mandatory quarantine orders, and/or is not authorized WSL.

**WEATHER AND SAFETY LEAVE (WSL) Request Procedures** As outlined above, WSL is not an entitlement and must be pre-approved by the commander on G-series orders. WSL should not be used when an employee is capable of teleworking or when the employee is sick with COVID-19 (unable to work/telework) or otherwise in circumstances under which sick leave is appropriate. *More in depth guidance on WSL can be found in the "Supplementary Guidance for Department of the Air Force Civilian Employees" document located on the DAF COVID-19 website linked in the References and Resources section of this document.* Requests and approvals of WSL must be documented:

- Employees must request WSL in writing- see "Weather and Safety Leave Self-Certification Memo" (Attachment 1)
- Supervisors must communicate commanders' approval of WSL in writing- see "Notice of Approval of Weather and Safety Leave" (Attachment 2)

## **TESTING**

**Work-Related:** **Note, in accordance with Ramstein COVID-19 Guidance, per DoD Force Health Protection requirements, and due to the decrease in the number of COVID-19 cases, Ramstein is no longer requiring/offering weekly COVID-19 tests to members who are not fully vaccinated; therefore, this section is not currently applicable, but is being maintained if/when it is applicable again (this fact sheet will be updated).** Employees required to undergo COVID-19 screening testing for one of the three reasons outlined below are expected to take no more than one hour of regular duty time per test, including travel time. Laboratory-based confirmatory COVID-19 testing for initial positive screening test results is expected to take no more than 2 hours of official duty time. If, due to unforeseen circumstances, the employee is unable to obtain the test during basic tour of duty hours, the normal overtime hours of work rules apply. **ATAAPS: RG, JON "COVTEST."**

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1. Work-related travel (mandatory pre/post travel testing due to TDY or PCS travel)
2. Work-related exposure (directed to test due to exposure to persons with COVID-19 while at work)
3. Mandatory screening of those not fully vaccinated

**Non-Work Related:** Employees must request to use their **personal leave** for absences related to non-work related/required testing, or do so on their own time outside of duty hours. This includes any elective or mandated tests done for any reason outside of the three work-related reasons listed above.

#### **REFERENCES and RESOURCES:**

**DAF COVID-19 website** for the latest COVID-19 Information and DAF Supplementary Guidance to DoD policy  
<https://www.airforcemedicine.af.mil/COVID-19/>

**DoD Coronavirus website** <https://www.defense.gov/Spotlights/Coronavirus-DOD-Response/Latest-DOD-Guidance>

**Safer Federal Workforce Taskforce website** for policy/guidance that cannot be found in DAF supplementary guidance or DoD guidance <https://www.saferfederalworkforce.gov>

**Ramstein COVID-19 website** for information regarding quarantine/isolation requirements, travel restrictions, vaccines and what to do if COVID+ <https://www.ramstein.af.mil/COVID-19/>

**Ramstein CPF website** for additional fact sheets regarding different leave programs and telework  
<https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>:

**OPM website** for OPM COVID-19 information to include post hybrid work environment guidance, OPM memorandums, and WSL FAQs <https://www.opm.gov/policy-data-oversight/future-of-work/post-hybrid-work-environment-guidance/>

**Civilian Pay Portal** to submit a ticket for questions and issues regarding the timekeeping system ATAAPS. Alternatively, employees can refer to their organization's timekeeper <https://usaf.dps.mil/teams/SAFFMCSP/portal>

**AF Personnel e-Publishing site to include** DoDI1400.25v630\_AFI 36-815, *Leave*, and DoDI1035.01\_AFI36-815, *Civilian Telework Program* <https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=19&modID=449&tabID=131>

Additional guidance on this topic is available from your Employee Relations Specialist. Contact information can be found in the footer below.

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# Attachment 1

MEMORANDUM FOR SUPERVISOR NAME: \_\_\_\_\_  
OFFICE SYMBOL: \_\_\_\_\_

FROM: EMPLOYEE NAME: \_\_\_\_\_  
OFFICE SYMBOL: \_\_\_\_\_

SUBJECT: Self-Certification for Weather and Safety (WSL) Leave

1. In accordance with Department of Air Force COVID-19 guidance, Weather and Safety Leave (WSL) may be approved for civilian employees who are not telework eligible, are not sick with COVID-19, and meet one of the following situations:
  - a. The employee is asymptomatic of COVID-19 and subject to movement restrictions (i.e., quarantine or isolation) under the direction of public health authorities.
  - b. The employee is asymptomatic and directed by a medical professional, public health authority, commander, or supervisor, to not report to the worksite.
  - c. Other circumstances where allowing an employee to travel to or perform work at the normal worksite would pose significant safety risks for the employee, other employees, or the general public.
2. I hereby certify I meet one or more of the criteria identified in paragraph 1 above and have provided documentation to support this certification.
3. Should I begin to exhibit symptoms of COVID-19, become ill while on WSL leave, or I leave the local area or will otherwise not be able to report to duty within 2 hours of being subjected to recall, I will inform my supervisor. I understand I must be removed from WSL leave and be placed on another form of requested and available leave e.g. sick leave, annual leave, earned credit hours, comp time, etc.
4. I will ensure my time and attendance reflect appropriate WSL coding (**LN, subcode PS**). I understand I must remain in the local area while on WSL leave, and it is my responsibility to stay in touch with my chain of command and keep abreast of the status of installation requirements. When I am notified to return to work during duty hours, I will report to duty within two hours of the notification. If the notification occurs during non-duty hours, I will report to work on my next regularly schedule duty day/time.

Employee Signature/Date

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## Attachment 2

USE CORRECT LETTERHEAD

DATE

MEMORANDUM FOR EMPLOYEE NAME  
OFFICE SYMBOL

FROM: SUPERVISOR'S NAME  
OFFICE SYMBOL

SUBJECT: Notice of Approval of Weather and Safety Leave

1. In accordance with Department of Air Force COVID-19 guidance, Weather and Safety Leave (WSL) may be approved for civilian employees who are not telework eligible, and who meet one of the following criteria:

- a. The employee is asymptomatic of COVID-19 and subject to movement restrictions (i.e., quarantine or isolation) under the direction of public health authorities.
- b. The employee is asymptomatic and directed by a medical professional, public health authority, commander, or supervisor, to not report to the worksite.
- c. Other circumstances where allowing an employee to travel to or perform work at the normal worksite would pose significant safety risks for the employee, other employees, or the general public.

2. I confirm that you meet one or more of the above criteria as referenced by \_\_\_\_\_ public health authority and you are hereby notified that effective (beginning date) \_\_\_\_\_, you will be placed on WSL until you are notified to return to work by me.

3. Should you began to exhibit symptoms of Coronavirus (COVID-19) or become ill, you must inform me and you will be removed from WSL and be placed on whatever type of leave you request or have available. Employees may use sick leave, annual leave, credit, comp time, etc. You may be eligible for the Voluntary Leave Transfer Program (VLTP) or Family Medical Leave Act (FMLA) in some circumstances.

4. Please ensure your time and attendance reflects the appropriate code for WSL: ATAAPS Code: **LN, subcode PS**.

5. Should you have questions, please contact me at (INSERT DSN or PHONE NUMBER).

SUPERVISOR'S NAME  
DUTY TITLE  
OFFICE SYMBOL

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