



# CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of Dec 24

## EXCUSED ABSENCE/LEAVE/TELEWORK DUE TO EXTREME WEATHER

*Applicable to non-U.S. and U.S. (APF & NAF) civilian employees*

**PURPOSE:** To provide information on policies and workplace flexibilities for coping with dangerous weather conditions.

### NON-U.S. CIVILIAN EMPLOYEES:

- **Early release:** When early release is authorized by the installation commander, Unit commanders and supervisors are authorized to release non-mission essential personnel according to the guidelines of the early release notification. When early release is authorized, employees in a duty status at the time set for dismissal are excused without charge to leave, except as noted below for telework program participants. Employees who leave before the scheduled dismissal time, or who are already in a leave status and scheduled to be in a leave status during the time of dismissal, continue to be charged leave.
- **LN Employees covered by approved telework agreements:** Employees who were already teleworking should begin and end their workday at their normally scheduled time; they do not receive a paid release for late departure or early dismissal. Participants working in the office when an early departure is announced may generally receive paid release only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). This means that telework program participants must complete the remaining time in their workday by teleworking.

If potential inclement weather is expected, commanders and supervisors should direct telework program participants working in the office to take home their government-issued laptops for potential situational telework due to weather conditions or authorized base closures.

To ensure that an employee meets the requirements to participate in telework, please review the current local telework shop agreement published on the CPO website. Additional guidance on this topic is available from your Employee Relations Specialist.

- **LN Employees on approved leave:** LN employees on preapproved leave remain on leave; the amount of leave is not affected by late reporting or early dismissal.
- **LNTAP Coding:** There is no specific code in LNTAP to be applied for non-emergency employees who were excused from work. CTA II, Art. 26 covers this absence and grants entitlement for pay.

## U.S. APF CIVILIAN EMPLOYEES:

- **Weather and Safety Leave:**

- **Closure Authorization:** In accordance with DoDI 1400.25V610, DAFI 36-152, Hours of Work and Holiday Observances, the Installation Commander is the **only** official authorized to close all or part of an activity due to weather or other safety-related conditions. "Closure" includes not only day closures, but also delayed start times and early releases.
- **Weather and safety leave (WSL)** is a type of administrative leave authorized by the Administrative Leave Act and Office of Personnel Management (OPM) regulations. During a closure, it is within the administrative authority of the Installation Commander to authorize approval of WSL for non-emergency DoD civilian employees except as outlined below for employees covered by approved telework agreements.
- Supervisors are not authorized to approve WSL unless and until the Installation Commander has instituted a closure and authorized the granting of WSL.
- **Employees covered by approved telework agreements** who are not prevented from working safely at an approved telework site, are **not** eligible for WSL. Supervisors may excuse teleworkers from teleworking on a case-by-case basis if circumstances beyond the employee's control prevent them from teleworking. A telework participant who is unable to telework shall attempt to contact a supervisor to request leave appropriate for the circumstances (e.g., illness, dependent care responsibilities, loss of electrical power, evacuation by local authorities, or the employee cannot access materials necessary to continue work during the emergency). Telework program participants working in the office when an early departure is announced may receive WSL only for the amount of time required to commute home (excluding the period for an unpaid lunch break, if applicable). A telework program participant working at home when an early departure is announced is expected to complete the remaining time in their workday; WSL is not permitted in this scenario.
  - If potential inclement weather is expected, commanders and supervisors should direct telework program participants working in the office to take home their government-issued laptops for potential unscheduled telework due to weather conditions or authorized base closures. The option for unscheduled telework when the base is open can be used when weather conditions make commuting hazardous, or similar circumstances compromise employee safety.
  - To ensure that an employee meets the requirements to participate in telework, please review the Telework Factsheet outlining the USAFE\_AFAFRICA Telework SharePoint requirements.

- **Commuting Delays:** When an activity is open and DoD employees are expected to report to work on time, employees may be authorized use of annual leave, credit hours, leave without pay (LWOP), or compensatory time earned, or they may be excused for reasonable tardiness when they experience commuting delays. If an employee is telework-ready under an approved telework agreement, telework may be allowed depending on the individual circumstances.
- **Leave Status Situations:**
  - **Pre-approved Leave:**
    - When the Installation Commander authorizes closures, employees who are already in a leave status and scheduled to be in a leave status during the time of closure, or those who leave before the scheduled dismissal time in the case of early dismissals, continue to be charged leave.
    - If an employee is on pre-approved annual leave and the emergency impacts the purpose for which the employee had requested the leave, the supervisor **may** cancel the leave at the employee's request. A supervisor **must** cancel an employee's sick leave for a medical appointment when the unsafe conditions result in cancellation of the appointment. Upon cancellation of annual or sick leave, telework-ready employees must telework the entire workday or request leave, or a combination of both. Employees not required to telework should be granted weather and safety leave.
  - **Leave Without Pay (LWOP):** Employees on LWOP, LWOP for military duty, workers' compensation, suspension, or in another non-pay status are not eligible for WSL. These employees should remain in their current status.
- **ATAAPS Timekeeping:**
  - **To Request WSL**, the employee should select Type Hours "LN – Administrative" and Purpose "PS - Weather and Safety Leave."
  - **To Code Timesheet**, the employee should select "LN" (Administrative Leave) from the drop-down menu in the "Type Hr" column, enter the amount of Weather and Safety Leave hours for the appropriate date, and click "Save." Click on the "NtDiff/Haz/Oth" button, then click on "Add" to the right of "Hz/Oth."

	Work Center	Job Order	Op Code	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	86AW	RAMST1		LN		2.00				
Sub Acct			NtDiff							
User Data			Hz/Oth			Add				
			FLSA			Add				
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00
Reported to Scheduled Hours					0.00	2.00	0.00	0.00	0.00	0.00
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU			

Next, select “PS” (Weather and Safety Leave) from the drop-down menu, then click on the “Reason” button. Click “Save” after the system returns you to the screen above.

Job Order: RAMST1  
OP Code:  
Type Hours: Admin  
Reason: 

BK	Grievance and Appeals
PF	Physical Fitness
PH	Preventive Health
PS	Weather and Safety Leave

  

Reason	Remove	Cancel
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### **NAF EMPLOYEES ONLY:**

- Installation commanders may suspend some or all NAFI operations and consistent with that closure, administratively excuse non-emergency employees when severe weather conditions or other emergency situations dictate such action as being in the best interest of the AF. Employees, who are notified of suspended operations well enough in advance to permit the scheduling of leave, normally 24 hours in advance, are not released without charge to leave.
- It is Air Force policy that during adverse weather conditions or other emergencies that result in the regular worksite being closed or closed to the public, telework-ready employees, i.e., those on a signed telework agreement, will work from their approved alternate worksites. This means that telework-ready employees who are permitted to use unscheduled telework are required to telework on closure days. Group dismissals for NAF employees due to hazardous weather conditions without charge to leave because of severe storm, snow or icing conditions, or disasters occurring during or outside regular duty hours may be authorized IAW the guidelines in DoDI 1400.25, Volume 610.
- **Early Dismissal.** Only employees who are in a duty status (not on leave), or who are expected to return from leave to duty status at the time the early dismissal takes effect, are excused without charge to leave. Employees who are absent on leave that day continue to be charged leave. Employees on approved telework agreements are expected to work their full duty day.
- **Late Reporting.** Depending on hazardous weather conditions, tardiness not in excess of 2 hours may be excused. Tardiness in excess of two hours may also be excused because of an unavoidable delay resulting from adverse weather
- **Base Closure.** Workdays in which federal activities are closed for hazardous weather conditions or disasters are non-workdays for employees, to include Flexible employees, not on an approved telework agreement or in an approved leave status. All Regular employees who are not on an approved telework agreement or in an approved leave status are excused without charge to leave.

86 FSS/FSC (EMPLOYEE RELATIONS) • UNIT 3221, APO, AE, 09094-3221 RAMSTEIN AB, BUILDING 2120 AND 2118

FOR LN INQUIRIES: [86FSS.CPF.LN-EMR@us.af.mil](mailto:86FSS.CPF.LN-EMR@us.af.mil) or 480-7153

FOR US APF CIVILIAN INQUIRIES: [86FSS.FSEC.US-EMR@US.AF.MIL](mailto:86FSS.FSEC.US-EMR@US.AF.MIL) or 478-6714/7143

FOR US NAF CIVILIAN INQUIRIES: [86FSS.FSCN.NAF-HR@US.AF.MIL](mailto:86FSS.FSCN.NAF-HR@US.AF.MIL) OR 480-2672

Employees who are absent on leave that day continue to be charged leave. Teleworking employees are expected to follow their approved telework agreement

- If weather and safety leave is approved, supervisors will need to ensure to code the time as WSL (Weather and Safety Leave) in SETS.

Hours Worked				
Approval Hierarchy	Cost Center	Pay Type	Base Code	Assignment#
0007 Human Resources Office (HRO)	0007.44102   0007.44102	Weather and Safety Leave	Ramstein A	RF - HRO 164812
Click to add...		SLT   Sick Leave Taken		
		SU1   Sunday Prem 1st Shift		Total
<a href="#">Add Cost Center row</a> <a href="#">Add previous timesheet Cost Center</a>		SU2   Sunday Prem 2nd Shift		
<input type="text" value="Type here to append new comment"/>		SU3   Sunday Prem 3rd Shift		
		TWR   Telework, Regular		
		TWS   Telework, Situational		
		TXT   Cash Tips		
		WSL   Weather and Safety Leave		

Employee:

## REFERENCES:

- DoDI 1400.25V610\_DAFI 36-152, Hours of Work and Holiday Observances, 06 April 2023, Enclosure 3: <https://www.e-publishing.af.mil/>
- The Office of Personnel Management (OPM) Governmentwide Dismissal and Closure Procedures, December 2022: <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismisssal.pdf>
- 5 CFR 630.1601, Administration of weather and safety leave: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-630/subpart-P?toc=1>
- 5 USC 6329c(b): <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section6329c&num=0&edition=prelim>
- DoDI1035.01\_DAFI36-143\_DAFGM2023-01, Telework and Remote Work Program, 09 March 2023: <https://www.e-publishing.af.mil/>
- Ramstein Air Base Civilian Personnel Flight Telework Factsheet: <https://www.ramstein.af.mil/Resources/Civilian-Personnel-Flight/>

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