

LAN TEAM

09/16/2003 04:26 PM

To:
cc:
Subject: **ALL EMPLOYEE MESSAGE DC - Hurricane Isabel - Guidance Regarding Necessary Time Off and Leave and Pay Issues for Employees to Prepare for Hurricane Isabel**

(Supervisors, please ensure that employees without access to e-mail receive a paper copy of this message.)

Memorandum

To: All Employees – Washington, DC Metropolitan Area

From: P. Lynn Scarlett
Assistant Secretary-Policy, Management and Budget

Subject: Hurricane Isabel - Guidance Regarding Necessary Time Off and Leave and Pay Issues for Employees to Prepare for Hurricane Isabel

In anticipation of the effects of Hurricane Isabel, many agencies of the federal government are mobilizing to prepare and respond to potential impacts. Current weather reports identify that Hurricane Isabel is on track to hit the mid-Atlantic Region and may cause significant flooding, wind damage, downed trees and power lines and damage to property.

We encourage employees who live in the anticipated path of the hurricane and who have personal and family matters to take care of in anticipation of the storm, to request annual leave or telework status on Wednesday, September 17 or Thursday, September 18. The storm is likely to reach the Washington, DC Metropolitan area by mid-afternoon on Thursday, September 18, 2003, with the heaviest impact taking place between 8:00pm on Thursday and 8:00am on Friday. These dates and times are estimates, and employees should monitor weather reports and respond accordingly.

Employees may contact the department's Emergency Information number, (202) 208-6606, or monitor the department or OPM websites, or television and radio broadcasts to determine if they are to report to work on Friday. For guidance on how to plan and prepare for this type of an emergency, employees may access FEMA.gov and/or Ready.gov.

This memorandum provides instructions regarding actions available to Interior bureaus/offices in response to the affects of Hurricane Isabel and its aftermath. The flexibilities are consistent with our guidance in previous natural disasters such as Hurricane Lili, Hurricane Camille, and the tornadoes in the Midwest last year.

Telework

Supervisors are encouraged to permit employees to telework during adverse weather conditions, such as Hurricane Isabel. Therefore, with an approved telework agreement and supervisor approval, employees may work at home or at a telecenter during the duration of Hurricane

Isabel.

Absence and Leave

Employees who want to take leave because of Hurricane Isabel should follow normal leave procedures, and supervisors are encouraged to approve leave.

Alternative Work Schedule

Employees on an Alternative Work Schedule (AWS) may want to schedule their AWS day or use credit hours, if available.

Excused Absence

The Department of the Interior authorizes supervisors to allow employees affected by Hurricane Isabel and its aftermath to be excused from duty without charge to leave or loss of pay if they can be spared from their usual responsibilities. Excused absence may be granted to:

- a. employees needed for emergency law enforcement, relief, or clean-up efforts authorized by federal, state, or other officials having jurisdiction;
- b. employees prevented from reporting for work or faced with personal emergencies because of the hurricane and its aftermath.

Federal employee members of the National Guard or Reserves who are called up to assist are not entitled to administrative leave because they are entitled to military leave (5 U.S.C. 6323(b)).

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