

## Attachment B: Scheduled Leave and Office Closure MOU

# SCHEDULED LEAVE DURING OFFICE CLOSURE

## MEMORANDUM OF UNDERSTANDING

### BETWEEN

USDA FOREST SERVICE AND NFFE FOREST SERVICE COUNCIL, IAMAW

This Memorandum of Understanding (MOU) is between the USDA Forest Service (Management) and the National Federation of Federal Employees, IAMAW, Forest Service Council (Union), hereafter referred to as the Parties. This MOU pertains to employee leave status when they are on pre-approved leave when the office is closed due to weather or other similar situation.

The Parties agree:

1. The attached changes pertaining to office closures and employees on pre-approved leave, shown in red, will be made to the FSH 6109.11, Chapter 30.
2. The parties have jointly developed the attached all employee communication regarding this change.
3. The parties agree that until further negotiations of the Agency's Telework Policy occur, only employees who are scheduled to telework or who are designated as emergency employees will be required to telework during times when the office is closed for weather or other situation. Simply checking the box on the AD-3018, which states:

*Employee understands that USDA may require participating employees to work from their telework site, e.g. home, satellite office, or other location during periods of Unscheduled Telework authorization due to area closures, dismissals, unforeseen emergencies or other reasons as authorized by the Supervisor.*

does not constitute notification that the employee is required to telework.


4. This MOU becomes effective when both of the following have been completed:
  - (a) The Interim Directive FSH 6109.11, Chapter 30 on this subject is issued and
  - (b) Approval by the Agency Head or that date on which the thirty (30) day time limit for agency head review expires, whichever is earlier.

Either Party may request, consistent with midterm negotiations under Article 11 of the Master Agreement, to re-open or re-negotiate the agreement.

Agreed to:

  
Gene Blankenbaker  
Deputy Director HRM  
Forest Service

Date

  
Melissa Baumann  
Secretary-Treasurer  
NFFE Forest Service Council

Date

1. When conditions make it possible to resume work and some employees are either unable or elect not to return to work, their time must be appropriately accounted for on an individual basis such as, annual leave, sick leave, credit hours, leave without pay (LWOP), and so forth.
2. Do not charge leave to employees in annual leave status on days when all employees are excused from the performance of their duties as a result of a non-workday established by Executive or Administrative order. ~~→ when a complete closure of the office occurs which prevents the employee from coming to work, such as weather conditions, and so forth.~~
3. When employees who would otherwise be required to report to work are excused from work because of an office closure, other employees who do not have a scheduled workday(s) during the office closure may not be granted another non-workday. Employees taking a day off under a flexible work schedule are in nonpay status on those days and have no entitlement to an additional day off.
4. Employees who are not affected by the emergency (i.e., not prevented from working) should not be granted administrative leave.
5. Telework. When a worksite is closed for a partial or full day, employees who are regularly scheduled to telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday, unless the emergency affects their ability to perform work at their telework site. Such a situation should be communicated to the supervisor as soon as possible.

Employees who were not scheduled to telework on the day of an office closure are not required to telework, unless they are identified as an emergency or mission critical employee and can perform their duties from their telework location.

6. Pre-Approved Paid Leave. Employees on pre-approved paid leave during a full-day office closure, delayed arrival, or early departure, shall continue to be charged leave for the period for which their leave has been approved.
  - a. Full day office closure. When the office is closed for the entire day due to weather conditions or other situation, employees on pre-approved paid leave will continue to be charged leave for the part of the day when they were scheduled for approved leave. Such employees should not be granted administrative leave for their period of scheduled leave. Employees on scheduled leave for the entire day shall continue to be charged leave and will not be granted administrative leave.
  - b. Delayed Arrival. When the office is open under a delayed arrival, employees on pre-approved leave for the entire workday or employees who have notified their supervisors of their intent to use unscheduled leave when a delayed arrival is announced should be charged leave for the entire workday. Such employees should not be granted administrative leave.
  - c. Early Departure. When the office is open at the start of the day, but conditions change to warrant an early departure, employees on pre approved leave for the entire workday or employees who have requested unscheduled leave before an



# HRM Update

Human Resources Management

*Intended Audience: All FS Employees*

## **Office Closure Procedures during Inclement Weather & Emergencies**

### **What You Need to Know**

The Absence and Leave policy has been updated for those employees on pre-approved paid leave when the office is closed due to inclement weather and emergencies. If an employee has pre-approved leave at the same time as an office closure, then the employee's time in leave status continues. Employees on pre-approved paid leave during a full-day office closure, delayed arrival, or early departure, shall continue to be charged leave for the period for which their leave has been approved and will not code administrative leave (TC-66) on their timesheet for that period.

HRM has also developed a [quick reference guide](#) to help managers and employees with coding time during office closures, delayed openings, or early departures.

Finally, the Office of Personnel Management (OPM) has released information [on HR flexibilities to assist agencies and managers with HR options during emergency situations](#).

### **If You Have Questions or Need Assistance**

Employees who have specific questions regarding their leave status during office closures should contact their supervisor or HRM, or open an HR Help case by:

1. Logging into [ConnectHR \(Dashboard\)](#) and click on the HR Help link. For detailed instructions, visit the [HR Help How-to Add a Case](#) guide.
2. Sending an e-mail to: [ASC\\_HRM\\_Contact\\_Center@fs.fed.us](mailto:ASC_HRM_Contact_Center@fs.fed.us)
3. Or by calling the HRM Contact Center at 1-877-372-7248, Press 2.

### **We want your feedback!**

HRM values your feedback. Please complete this short [survey](#) to help us improve HRM messages to better meet your needs and interests.

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Do not respond to this mass email message.

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