



HAWAII NATIONAL GUARD  
HUMAN RESOURCES OFFICE

# BULLETIN



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## ADMINISTRATIVE CLOSINGS, SEVERE WEATHER/SAFETY LEAVE

### 1. Reference.

- a. Chief National Guard Bureau Instruction (CNGBI) 1400.25, Volume 630 dated 6 August 2018.
- b. Army Regulation 600-8-10, Leaves and Passes, Rapid Action Revision (RAR) Issue Date: 4 August 2011.
- c. Air Force Instruction 36-3003, Military Leave Program, 11 May 2016.

**2. Purpose.** To provide updated National Guard Bureau policy for Administrative Closings and Weather and Safety related leave in accordance with CNGBI 1400.25, Volume 630 dated 6 August 2018.

**3. Applicability.** All Title 32 military technicians, Title 5 National Guard Employees, and Active Guard Reserve (AGR) personnel of the Hawaii National Guard.

### 4. Enclosure K (CNGBI 1400.25, Vol 630).

a. **Administrative Dismissal.** Employees affected by these actions are generally excused without charge to leave and without loss of pay. All employees are eligible for excused absence during closing, except individuals who have been identified as essential personnel. TAGs, air commanders, chiefs of staff, or division, regiment, group commander, or brigade administrative officers will identify essential personnel, based on specific mission requirements.

b. **Facility Closures.** It is within the administrative discretion of TAG to close facilities when circumstances warrant such action. The most common use of this authority is in response to severe weather; however, other circumstances may arise which justify closures.

c. **Severe Weather.** Severe weather may cause closings or adjustments of arrival or dismissal times. In such circumstances, the Federal workforce will follow the State's designated work schedule for severe weather, as communicated by local area media. These situations are considered excused absences and there is no charge to leave. This policy excludes essential personnel unless properly executed by competent

authority.

(1) Severe weather does not necessitate administrative closing. Employees with supervisor permission may use any form of appropriate leave when they are prevented from arriving to work on time, need to leave early to avoid hazardous conditions, or could not return home if they report to work.

(2) At the employee's request, supervisors will work with them to allow them to make up for missed time, if reasonable. The supervisor may reschedule the amount of time missed time, if reasonable. The supervisors may reschedule the amount of time missed and will grant compensatory time for the time made up. This should be accomplished in the same pay period if possible.

**5.** If an administrative dismissal is warranted in accordance with the references above, the senior management official must coordinate using the most expeditious means through their chain of command to The Adjutant General, such as:

a. Army Guard – Chief of Staff – Deputy Adjutant General (DAG)/The Adjutant General (TAG)

b. Air Guard – Wing Commander(s) - Director of Staff – Deputy Adjutant General (DAG)/The Adjutant General (TAG)

c. Joint Staff – Chief of the Joint Staff – Deputy Adjutant General (DAG)/The Adjutant General (TAG)

**6.** AGR personnel will adhere to Air Force Instruction 36-3003, Military Leave Program, 11 May 2016 and Army Regulation 600-8-10, Leaves and Passes, Rapid Action Revision (RAR) Issue Date: 4 August 2011.

**7. HRO Points of Contact.** Any questions or concerns regarding this training requirement may be directed to the Deputy HRO: 808-844-6087 or Labor Relations Specialist: 808-672-1555.