



HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE

BULLETIN



NUMBER 20-18

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ADJUSTED WORK SCHEDULE FOR WEATHER AND SAFETY LEAVE

1. References:

- a. Federal Register Volume 83, No. 69, dated 10 April 2018
- b. OPM Publication "Governmentwide Dismissal and Closure Procedures" dated November 2018
- c. CNGBI 1400.25, Volume 630, dated 06 August 2018

2. This HRIL outlines the procedures for notifying the full-time support workforce when a delayed opening or early dismissal is authorized due to inclement weather conditions or other disruptions (herein *Weather and Safety Leave*). It applies to all full-time support employees (Federal and State Technicians; AGR, Temp-AGR, and ADOS) in the Hawaii Army and Air National Guard *with the exception of* Air National Guard Firefighters and Security Forces personnel.

3. **Emergency Employees:** For the purpose of this bulletin, employees are categorized by their supervisory chain as either "emergency" or "non-emergency" assigned to fulltime support missions associated with unexpected disruptions. Such employees are to be utilized in their full-time support status in support of State Emergency Operations, and *may not* be placed on State Active Duty (SAD). Emergency employees who are required to work during their regular tour of duty on a day when the agency is closed for normal business (or when other employees are dismissed early) are not entitled to compensatory time off for performing work during their regularly scheduled hours.

4. **Method of Notification:** Employees should call the Hawaii National Guard Joint Operations Center at **xxx-xxx-xxxx**) when adverse weather conditions or other disruptions may exist prior to the beginning of the workday. A recorded message (see chart herein), authorized by TAG, will provide information concerning reporting time and/or changes to the normal duty day for all locations and will be updated in an accurate and timely manner.

| ANNOUNCEMENT | MEANING | ADDITIONAL GUIDANCE |
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| <p>The Hawaii National Guard is OPEN.</p> | <p>Operations are normal. HINNG employees are expected to report to their worksites or begin telework as scheduled.</p> | <p>Supervisors should be as flexible as possible in approving annual, compensatory or LWOP leave for technicians and AGRs who face emergency situations or hardships.</p> <p><i>See paragraph 6 of this bulletin for charges to leave.</i></p> |
| <p>The Hawaii National Guard is OPEN and employees have the OPTION for UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.</p> | <p><i>Non-emergency employees</i> must notify their supervisor of their intent to use unscheduled leave or unscheduled telework. In accordance with TAG policy and applicable agency policies, employees have the option to use:</p> <ul style="list-style-type: none"> (1) Earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (2) Leave without pay; (3) Unscheduled telework <p><i>Emergency Employees</i> are expected to report to their workplace on time.</p> | <p>If employee fails to report for work and has not informed their supervisor of their plan to take leave, the employee may be carried in an Absent Without Leave (AWOL) status.</p> <p><i>See paragraph 6 of this bulletin for charges to leave.</i></p> |

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| <p>The Hawaii National Guard is OPEN under XX HOURS DELAYED ARRIVAL and employees have the OPTION FOR UNSCHDULED LEAVE OR UNSCHEDULED TELEWORK. Employees should plan to arrive for work no more than XX hour(s) later than they would be expected to arrive.</p> <p><i>Instead of specifying delay in hours, a specific time may be given (i.e. no later than 09:00 hrs).</i></p> | <p><i>Non-Emergency Employees</i> who report to the office will be granted weather and safety leave for up to XX hour(s) past their expected arrival time. In accordance with TAG policy and applicable agency policies, employees have the option to use:</p> <p>(4) Earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (5) Leave without pay; (6) Unscheduled telework</p> <p><i>Emergency Employees</i> are expected to report to their worksite on time unless directed otherwise by the agency.</p> | <p><i>Telework Employees</i> (employees who telework on a regular basis) who choose not to report to their workplace must be prepared to telework, take unscheduled leave or other paid time off, or a combination – thereby accounting for the entire workday. In general, weather and safety leave is not available to telework employees who do not report to the regular office.</p> <p><i>See paragraph 6 of this bulletin for charges to leave.</i></p> |
| <p>Employees of the Hawaii National Guard are authorized for EARLY DEPARTURE. Employees should depart XX HOUR(S) earlier than their normal departure times and may request UNSCHEDULED LEAVE to depart prior to that time.</p> <p><i>Instead of specifying early dismissal in hours, a specific time may be given (i.e. no later than 13:00 hrs).</i></p> | <p><i>Non-Emergency Employees</i></p> <p><i>Weather and Safety Leave.</i> Non-emergency employees who are not telework program participants will be dismissed from their workplace at the time indicated and will be granted Weather and Safety leave for the number of hours remaining in their workday.</p> <p><i>Emergency Employees</i> are expected to remain at their worksite unless otherwise directed by the agency.</p> | <p><i>Telework Employees:</i> In general, non-emergency employees who are telework program participants will receive weather and safety leave only for the amount of time required to commute home. Once these employees arrive at home, they must complete any remaining portion of the workday by teleworking, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination.</p> <p><i>See paragraph 6 of this bulletin for charges to leave.</i></p> |

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| <p>Hawaii National Guard offices are CLOSED and on-site employees should depart IMMEDIATELY.</p> | <p><i>Non-Emergency Employees</i> at the worksite who are not telework program participants will be granted weather and safety leave for the number of hours remaining in their workday.</p> <p><i>Departure Prior to Immediate Departure Time:</i> Non-emergency employees who depart prior to the immediate departure time may request to use unscheduled leave (paid or unpaid) or other paid time off. Such employees will NOT be granted weather and safety leave for any part of the workday.</p> <p><i>Emergency Employees</i> are expected to remain at their worksite unless otherwise directed by the agency.</p> | <p><i>Telework Employees</i> already performing telework when an immediate departure is announced generally may not receive weather and safety leave. They must account for the entire workday by teleworking, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination of both.</p> <p><i>See paragraph 6 of this bulletin for charges to leave.</i></p> |
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| <p>Hawaii National Guard offices are CLOSED. Emergency employees and telework employees will continue to work.</p> | <p><i>Non-Emergency Employees</i> generally will be granted weather and safety leave for the number of hours they were scheduled to work. However, weather and safety leave <i>will not</i> be granted to employees who are:</p> <ul style="list-style-type: none"> (7) Emergency employees who are required to report for duty; (8) Telework program participants (with certain narrow exceptions); (9) On official travel outside of the duty location; (10) On preapproved leave (paid or unpaid) or other paid time off; or (11) On an alternative work schedule day off or other non-workday. <p><i>Emergency Employees</i> are expected to report to their worksite unless otherwise directed by the agency.</p> | <p><i>Telework Employees</i> generally may not receive weather and safety leave. They must account for the entire workday by teleworking, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination of both.</p> <p><i>See paragraph 6 of this bulletin for charges to leave.</i></p> |
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| <p>Hawaii National Guard offices are under SHELTER-IN-PLACE procedures and are CLOSED TO THE PUBLIC.</p> | <p><i>Employees located at the Agency Worksite:</i></p> <p>All employees should follow locally implemented emergency procedures for shelter-in-place. Employees should remain at their designated safe area until they are notified that they may return to the office or leave the worksite.</p> <p><i>Telework Employees</i></p> <p>Employees performing telework are expected to continue working when there is a shelter-in-place incident at their regular office unless affected by the emergency or otherwise notified by the agency.</p> | <p>N/A</p> |
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5. Charges to Leave: In the event TAG authorizes an adjusted work schedule or dismissal as indicated herein, leave must be charged in accordance with the references paragraph 1 of this bulletin. In general, an employee on preapproved leave (paid or unpaid) or other paid time off should continue to be charged leave or other paid time off and should not receive weather and safety leave.

a. **Closure:** In the event the Hawaii National Guard has closed operations for the entire workday, the closure will be announced via the JOC line before the beginning of the scheduled work shift. Workdays on which the HING is closed are considered non-workdays. Employees who were scheduled to work on the day of the closure will be coded in an Administrative Leave (LN) status. Technicians who are on leave *approved before the closure* will remain in that leave status. This applies to employees who are in LWOP (KA), military leave (KG), and suspension (KB) or non-pay status before or after the closure.

b. **Late Arrival:** When an announcement is made to adjust the start time for identified work shifts and/or National Guard Facilities, Technicians arriving at a time consistent with the announcement will be granted Administrative Leave (LN) without charge to leave. This does *not* apply to employees in LWOP (KA), Military Leave (KG), and suspension (KB) or non-pay status before the announcement, and employees will

remain in their respective status. Employees who were in an approved annual (LA), compensatory (CT), military leave (LM), or sick leave (LS) status prior to TAG authorization of late arrival will remain in that status, and will not be granted LN per this policy.

c. **Early Dismissal:** In the event that employees are dismissed from HING facilities after the beginning of a scheduled work shift, the following circumstances and corresponding policy shall be followed:

| Circumstances | Leave Policy |
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| Employee is on duty. | Employee is granted Administrative Leave (LN) for the remainder of the workday following the authorized time of dismissal, even if the employee is scheduled to leave later in the day. |
| Employee leaves before the official announcement of “early departure” policy or before the time set for dismissal. | Employee is charged appropriate leave for the remainder of the workday following the time of the employee’s departure. Employee is not authorized Administrative Leave (LN). |
| Employee is scheduled to return from leave after official announcement of “early departure” policy is made, but <i>before</i> the time of dismissal. | Employee is granted Administrative Leave (LN) for the remainder of the workday following the time of the official announcement, even if the employee is scheduled to take leave again later in the day. |
| Employee is scheduled to return from leave after official announcement of “early departure” policy is made, but <i>after</i> the time of dismissal. | Employee is granted Administrative Leave (LN) for the remainder of the workday following the time of the official announcement, even if the employee is scheduled to take leave again later in the workday. |
| Employee is absent on suspension (KB) or previously approved annual (LA), military (KG), sick (LS), or leave without pay (KG) for the entire workday. | Employee is charged previously approved leave for the entire workday and will not be granted LN per this policy. |
| Employee fails to report to work. | Employee is charged AWOL (KC) or permitted to request annual leave, sick leave or LWOP, as appropriate for the entire workday. |

5. **Procedure for coding LN in ATAAPS:** For reporting Administrative (LN) leave hours, in ATAAPS, the following procedures must be followed:

- a. Enter LN in the "Type Hr" dropdown for the date the leave was authorized.
- b. Click on the "NtDiff/Haz/Oth" button at the bottom of the labor chart.
- c. On the expanded menu under the "LN" hours entry, click "Add" on the Hz/Oth line.
- d. An "Extended Labor Attributes" window will open. Select "PS - Weather and Safety Leave" in the Reason block and click the "Reason" button.
- e. The LN entry on the labor chart should now have a "PS" code in the Hz/Oth line.

A leave request submitted through ATAAPS is optional, but not required for Administrative Leave (LN).

6. Questions concerning time and attendance records should be addressed to the appropriate Army or Air Force customer service representative (CSR) in their respective servicing payroll office.

7. Questions concerning this bulletin and leave policies should be directed to the HRO Labor/Employee Relations Specialist john.k.yim4.civ@mail.mil or 808-672-1555.