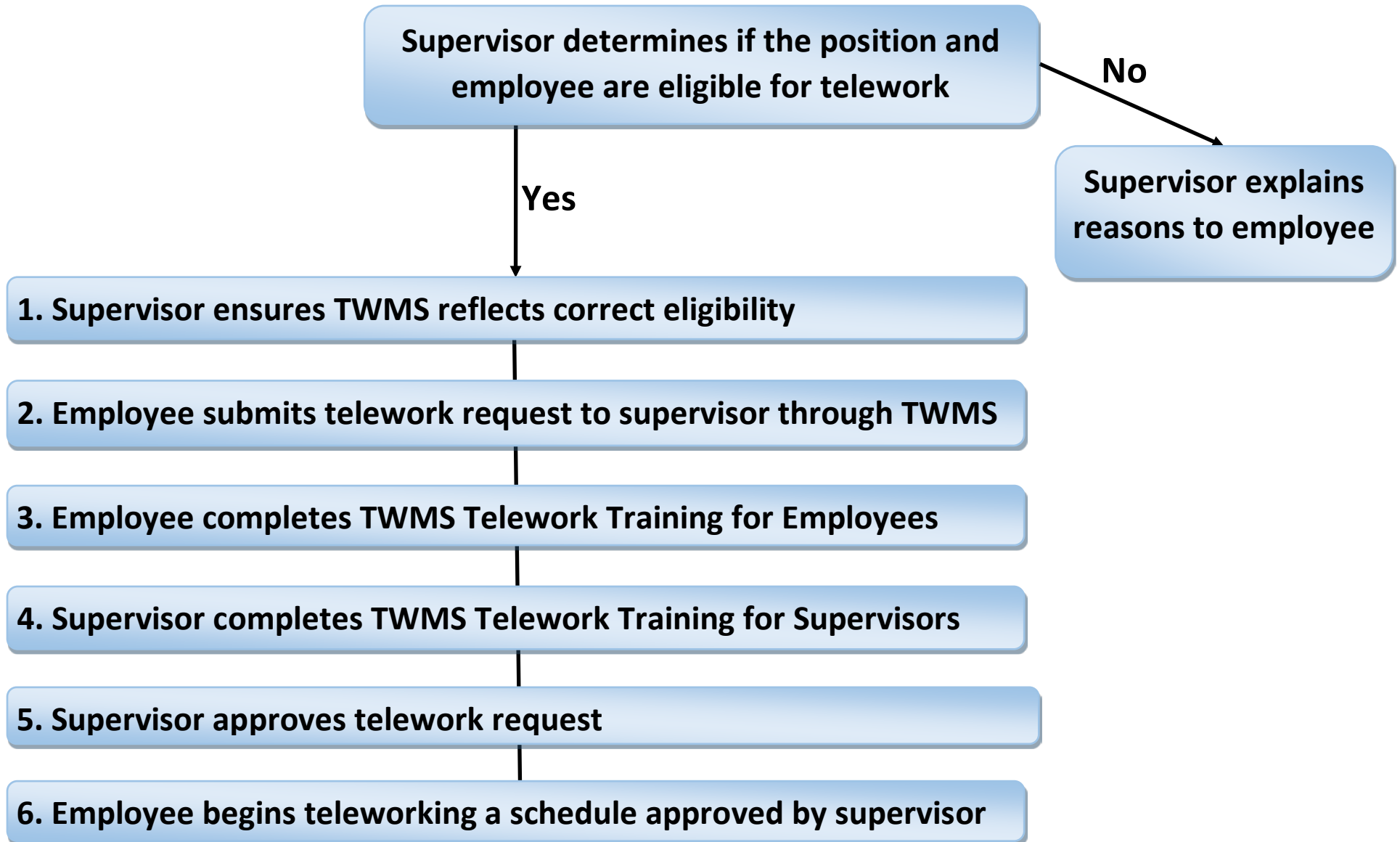


# 1. TELEWORK AUTHORIZATION PROCESS



## 2. WEATHER AND SAFETY LEAVE (GENERAL)

May be granted to employees\* only if prevented from safely traveling to or safely performing work at a location approved by the agency due to:

A. Act of Nature

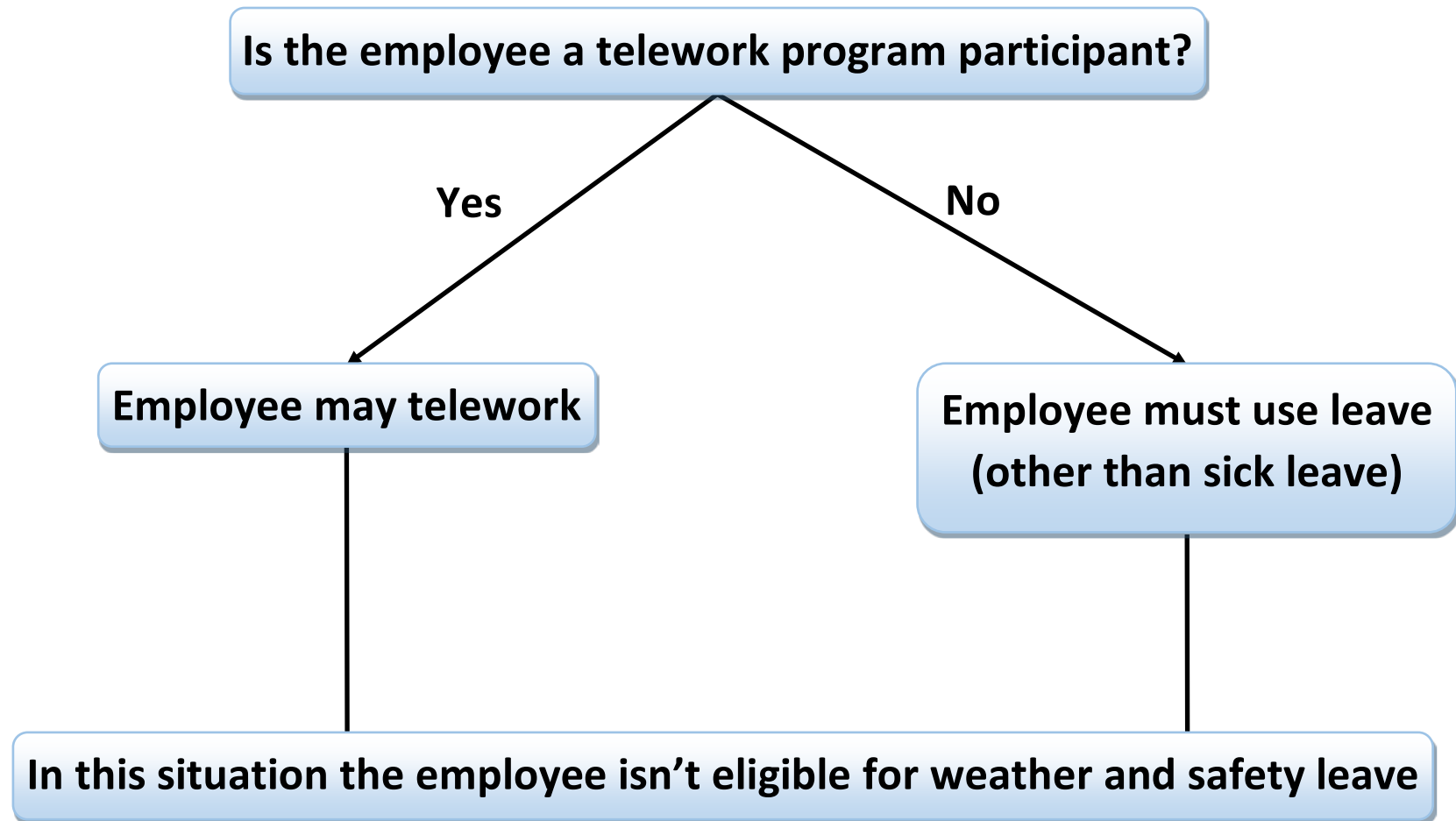
B. Terrorist Act

C. Another condition that prevents employee(s) from safely traveling to or safely performing work at an approved location

***\*Teleworkers are prohibited from receiving weather and safety leave except in limited circumstances.***

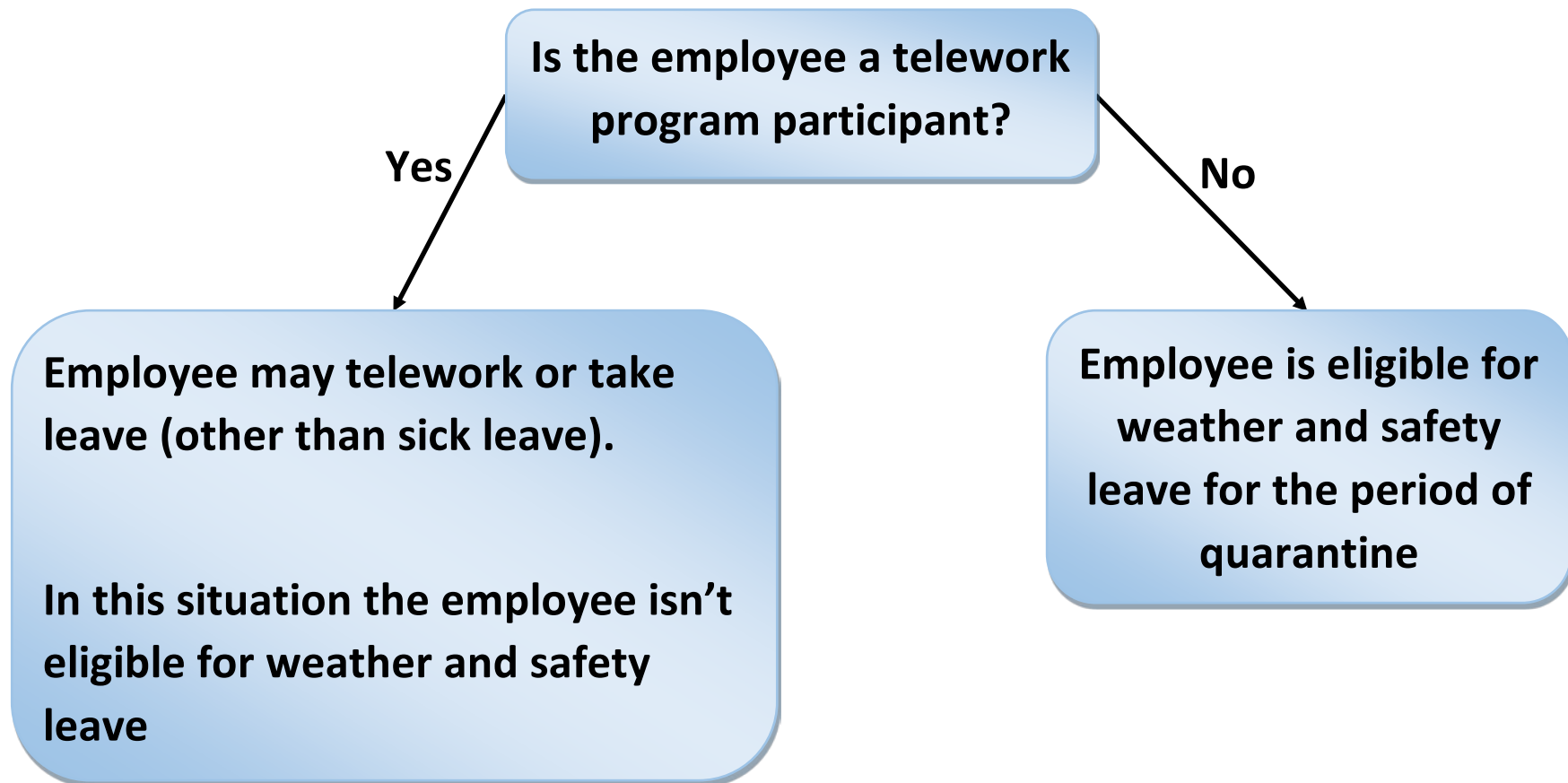
### 3. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee is healthy but chooses to stay home with a family member who has no symptoms and has been quarantined**



## 4. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee with no symptoms has been exposed to a confirmed case of COVID-19 and is quarantined under direction of public health authorities**



## 5. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee is symptomatic and cannot report to work**

**Employee is not eligible for weather safety leave.**

**Employee must use sick leave  
(accrued or advanced) or other leave**

**Employee may use FMLA leave if the employee  
has a serious health condition.**

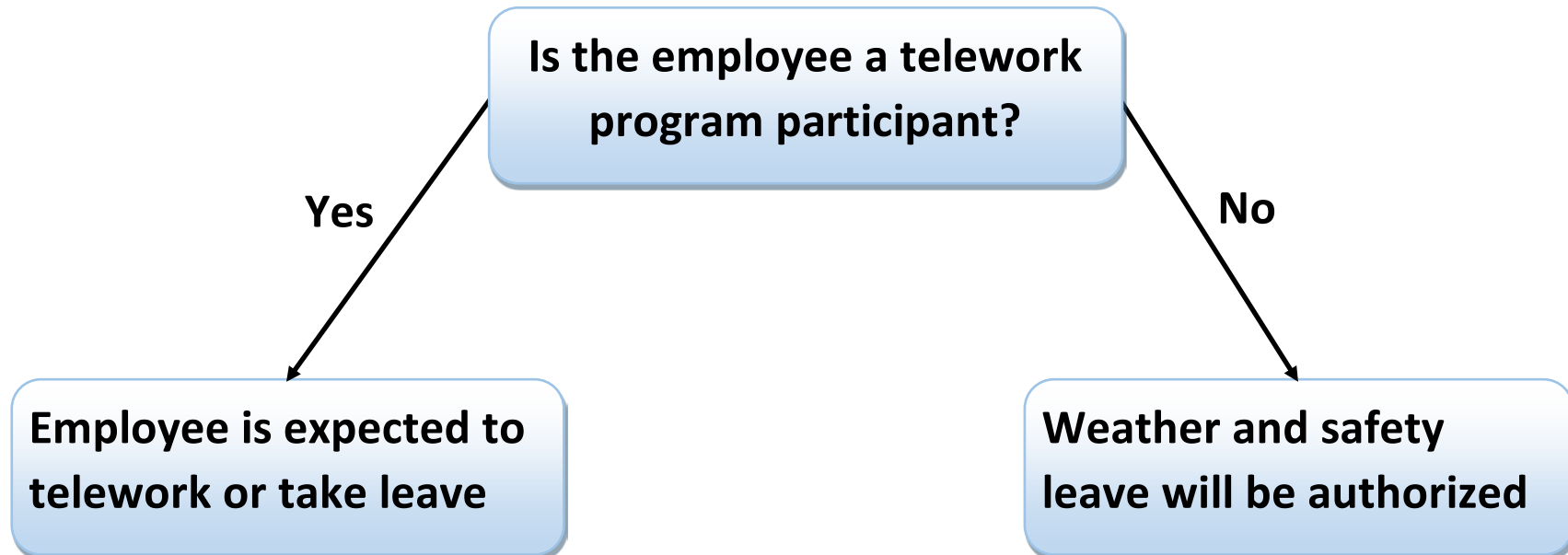
**See OPM Fact Sheet (Appendix A):**



**FMLA LEAVE -  
OPM FACT SHEET**

## 6. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: A base or office closes due to COVID-19**



***Note: For office closures, if an alternate worksite on base is available both teleworkers and non-teleworkers may be required to report to the alternate worksite. In that case, weather and safety leave would not be granted.***

## 7. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee is healthy and needs to care for a family member who is symptomatic**

**Employee is not eligible for weather safety leave.**

**If the employee is a teleworker, may telework  
(see also chart on dependent care)**

**May use up to 104 hours of sick leave to  
care for family member.**

**Eligible employees may use FMLA leave if  
serious health condition of family member**

## 8. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee is healthy but needs to stay home due to school and child care closures**

**Employee is not eligible for weather safety leave.**

**If the employee is a teleworker, may telework (see also chart on dependent care)**

**If the employee is not a teleworker, the employee must use leave to cover the absence (not sick leave unless the child is sick).**



## **9. TELEWORK AND DEPENDENT IN A COVID-19 ENVIRONMENT: DOD WAIVER**

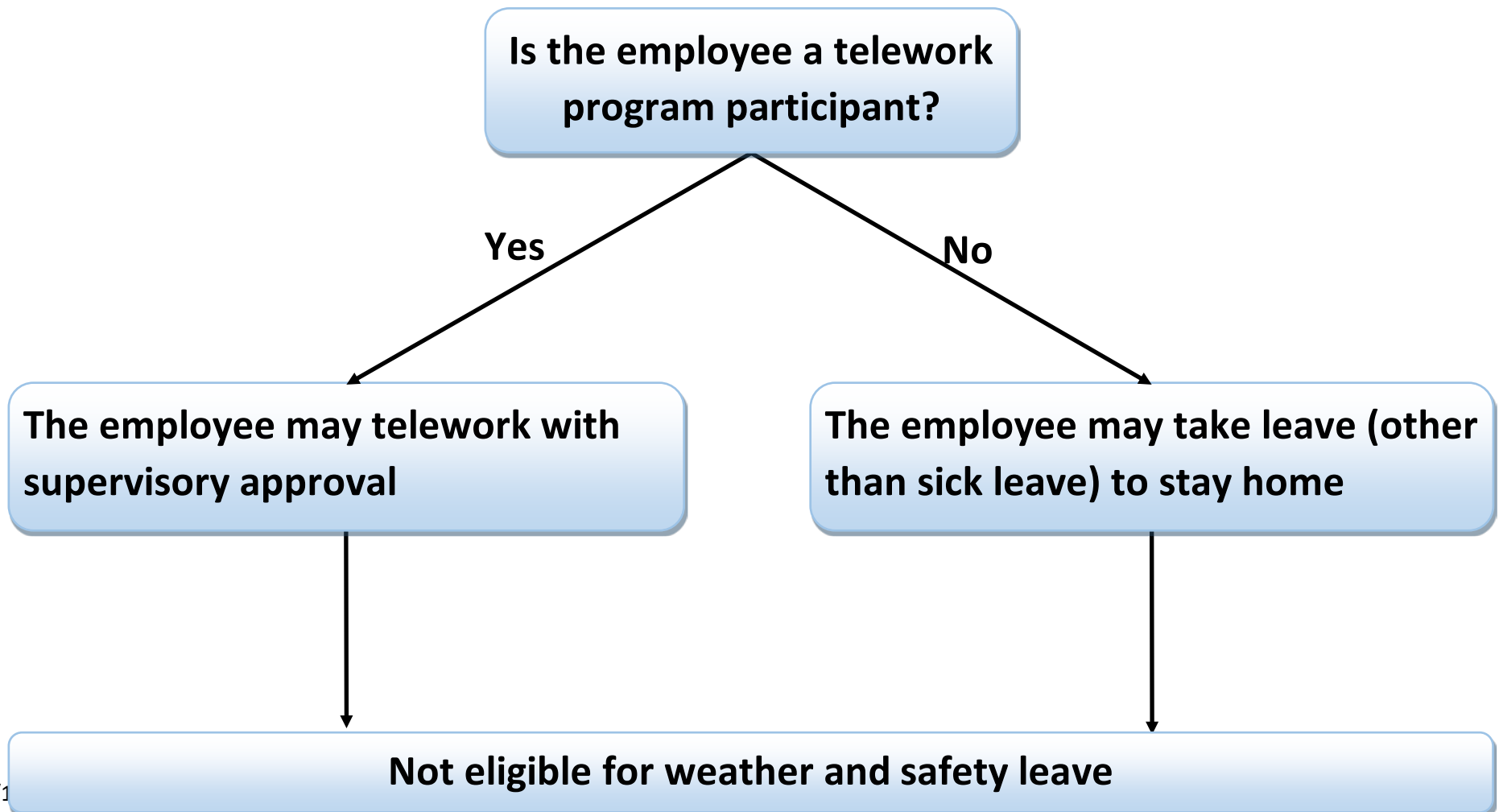
**Employees may telework even if there are dependents at the home worksite who need care**

**Teleworkers must account for time spent on dependent care and take appropriate leave**

**This is a temporary waiver granted by DOD and is effective through 31 December 2020**

## 10. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee who is healthy but has direct contact with an individual who has been exposed to COVID-19**



## **11. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT**

**Situation: COVID-19 has been declared a pandemic health crisis by the World Health Organization**

**Agency may order employees to evacuate the regular worksite and work from home (or mutually agreeable alternate worksite)**

**Any work considered necessary by the agency may be assigned without regard to the employee's grade or title**

**The employee must have the necessary skills and knowledge to perform the assigned work**

**Applies to both teleworkers and non-teleworkers**

## **12. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT**

**Situation: The base/installation is closed. A teleworker declines to telework during the closure period.**

**The teleworker is NOT eligible for weather and safety leave**

**The employee must use leave to cover the period of closure.  
Sick leave may not be used unless the employee is ill or is caring for a family member who is ill.**

### 13. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee is on a telework agreement but only has about 4 hours of work that can be done at home (assume 8 hour workday)**

**Worksite remains open**

**Employee may telework for 4 hours and,  
Report to work for 4 hours or  
take leave for 4 hours**

**Worksite is closed**

**Employee may telework for 4 hours  
Weather and safety leave will  
be granted for the remaining  
4 hours**

## 14. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee reports to work showing symptoms of illness**

**Supervisor will remind employee of leave options**

**If the employee has no leave available, supervisor may authorize advanced leave or leave without pay**

**If employee is a teleworker, the employee may work from home (unless too ill to work)**

**As a last resort, an employee may be placed on administrative leave and ordered to stay away from the workplace**

**[CONSULT YOUR HR OFFICE]**

## 15. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

**Situation: An employee returns from an area where COVID-19 is prevalent**

**Supervisor will suggest the employee self-quarantine for 14 days**

**Employee is a teleworker**

**The employee may telework during the 14 day quarantine period**

**Employee is not a teleworker**

**Weather and safety leave may be granted so as to keep the employee away from the workplace**

## Appendix A

# Pay & Leave Administration

## OFFICE OF PERSONNEL MANAGEMENT

### Fact Sheet: Family and Medical Leave

#### Entitlement

On June 26, 2013, the Supreme Court ruled that Section 3 of the Defense of Marriage Act (DOMA) is unconstitutional. As a result of the Supreme Court's decision, the United States Office of Personnel Management (OPM) will now be able to extend certain benefits to Federal employees and annuitants who have legally married a spouse of the same sex, regardless of the employee's or annuitant's state of residency. OPM is currently in the process of updating and revising the website to reflect this change, and will be updating this information as soon as possible. Please check back in the coming weeks for updates.

Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.
- any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA. (The amount of sick leave that may be used to care for a family member is limited. See [Sick Leave to Care for a Family Member with a Serious Health Condition](#).) FMLA leave is in addition to other paid time off available to an employee.

#### Job Benefits and Protection

- Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment."
- An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.



## **Advance Notice and Medical Certification**

- An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.
- An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

## **References**

- Public Law 103-3. February 5, 1999
- 5 U.S.C. 6381-6387;
- 5 CFR part 630, subpart L