Management-Employee Relations Q&A

Excused Absence (Administrative Leave)

Q1. May excused absence be granted to employees who were on travel (personal or official travel) during an emergency and who were prevented from returning to work due to travel restrictions?

A1. Management officials have the discretionary authority to grant excused absence to employees who are prevented from returning to work due to unique circumstances, such as travel delays, surrounding the events of an emergency situation. However, employees on preapproved leave should continue to be charged leave until the date they were scheduled to return to duty. After such date, employees who are ending their leave must contact their supervisor to request to use additional annual leave, leave without pay, credit hours earned, compensatory time off earned, or excused absence. Telework may also be an option if the employees have access to the necessary equipment or tools to accomplish their work.

Q2. Can agencies grant excused absences to employees due to a contingency or emergency?

A2. Contingency and emergency situations may warrant the use of excused absence authority. Such situations may include the inability to report for duty due to disruptions in transportation services or personal situations related to the contingency or emergency situation requiring the employee's immediate attention away from the duty station.

The authority to grant excused absence should be delegated to the lowest practical level. During a contingency or emergency, management officials having approval authority should review all requests for excused absence and make individual approval decisions based on the specific circumstances of each employee's situation. Management officials also have the authority to approve excused absence without a specific request from an employee when they determine that the employee's situation warrants it.

Q3. Can an employee be given excused absence if the facility where the employee works is open but the employee needs to assist his/her family members for departure from Japan based upon departure orders?

A3. Employees may request annual leave to assist their family members for departure; however, employees can be granted excused absence for short periods of time.

Q4. Can an employee be given excused absence if the facility where the employee works is open but the employee does not want to report to work because of fear of exposure to radiation?

A4. No, excused absence is not appropriate. However, non-emergency essential employee may request approval for taking annual or sick leave as appropriate.

Leave

Q1. If an employee is on scheduled annual or sick leave and their installation/facility closes before the start of the duty day; will the employee be charged leave?

A1. Non-emergency essential employees on approved leave will not be charged leave.

Q2. If an installation/facility closes before the start of a workday, what type of leave will the employee be placed on?

A2. Non-emergency essential employees will be placed on excused absence (administrative leave) for the hours they would have worked; however, there are exceptions such as an employee teleworking. Depending on the circumstance, that employee may be required to telework and not be approved excused absence.

Q3. For a situation when authorized departure is issued for eligible family members but not for DA civilian employees (DAC) yet, and if a DAC is also a family member dependent, will the employee have to take leave?

A3. While the employee can depart as a family member dependent, he/she will have to request annual leave since the individual is also an Army civilian employee. If the employee does not have enough annual leave to cover his/her absence, advance annual leave can be requested. However, the maximum amount of annual leave that can be advanced is the amount of annual leave the employee will accrue for the remainder of the leave year. The employee can also request to telework or request leave without pay (LWOP).

Telework

Q1. What is telework?

A1. Telework is the ability to work at a location other than an employee's "official duty station." Organizations may require employees to sign a telework agreement in preparation for continuing operation under an emergency situation. General DA telework information is available at http://www.cpol.army.mil/library/permiss/5020.html.

Q2. Can a Department of Army Civilian (DAC) currently on leave outside Japan telework at a CONUS/OCONUS location if authorized by his/her chain of command?

A2. If the employee is no longer on leave status and there is work to be performed, with proper equipment and system security (if required), then an employee may telework upon approval by chain of command. However, if there is no signed telework agreement in place, one should be prepared as soon as practicable. Link to Telework Agreement DD Form 2946: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf.

Q3. Can an employee telework at home since the schools are closed and the employee have to care for his/her children or if the employee have to care for a sick family member?

A3. If the child or sick family member will require minimal care, the employee may telework, if approved, during the time he or she is not providing care to the child or sick family member. The employee must request leave for the remainder of the time. If the employee will be providing constant care to a child or a sick family member, telework is not appropriate. Employees may also request adjustments to their work schedules in order to perform telework during the time they are not responsible for family care.

Q4. May an employee be allowed to telework when traditional worksites have been evacuated as a consequence of emergencies or access is restricted for social distancing purposes?

A4. Where possible, arrangements for non-emergency employees to telework at home or at an alternate work location are appropriate. Information regarding telework may be found at:

DoD Telework Policy and Guidance: http://www.cpms.osd.mil/telework/telework_index.aspx

Performance Management

Q1. What happens if an employee's rating of record cannot be completed by the end of the designated rating period?

A1. A rating of record shall be given to each employee as soon as practicable after the end of the appraisal period. However, when a rating cannot be prepared at the time specified in the appraisal program, the period should be extended and a rating of record prepared as soon as practicable. During disasters and emergencies, management officials may extend the rating period and delay the resulting rating of record as necessary and appropriate. While prior notification to employee is not required during these situations, they should be officially informed of any extensions or delays immediately after the decision is made.

Emergency Employee

Q1. What is emergency employee?

A1. The term emergency employee is used to designate those employees who must report for work in emergency situations. The chain of command usually identifies emergency personnel and these employees are designated in writing that they are emergency employees. Emergency employees should be notified of the requirement that they report for, or remain at work in emergency situations and that dismissal or closure announcements do not apply to them unless they are instructed otherwise.

Q2. If an employee is designated as an emergency essential employee, and he/she refuses to report to work and/or stay in Japan, what action can be taken by management?

A2. Because emergency essential employees are required to report to work during emergency situations, management may take a disciplinary or adverse action, up to removal from Federal service, against an employee who refuses to report to work or stay in Japan.