Excused Absence and Administrative Dismissal Chart October 2012

Activity	Type of Leave/Work Status	Explanation	Reference
Administrative Dismissal – Activity closed prior to start of the workday. Dismissal of non-emergency personnel due to extreme weather conditions, natural disasters, emergencies or unforeseen interruptions of transportation or building services (potential health or safety risks)	Administrative Leave	**Non-Emergency Employees (including employees on pre-approved paid leave)** will be granted administrative leave for the number of hours they were scheduled to work unless they are: required to telework, on official travel outside the affected area, or on leave without pay.	DoD 1400.25-M, SC610.3.5.3 and 5 USC 6302(a), OPM Washington, DC, Area Dismissal and Closure Procedures*
	Unscheduled Telework or Unscheduled Leave	**Telework-Ready Employees** should perform unscheduled telework on a day when Federal offices or Army activities are closed to the public and should telework the entire day or request leave, or a combination of both, in accordance with their Army and their command's policies and procedures, subject to any applicable collective bargaining requirements.	
	Regular Work Status	**Emergency Employees** are expected to report to their worksites unless otherwise directed by their command/organization.	
Early Dismissal – Activity closed after the start of the workday but prior to the end of the workday. Dismissal of non-emergency personnel due to extreme weather conditions, natural disasters, emergencies or unforeseen interruptions of transportation or building services (potential health or safety risks)	Administrative Leave	**Departure at Early Dismissal.** Non-emergency employees will be dismissed from their offices and will be granted administrative leave for the number of hours remaining in their workday.	DoD 1400.25-M, SC610.3.5.3 and 5 USC 6302(a), OPM Washington, DC, Area Dismissal and Closure Procedures*
	Unscheduled Leave	**Departure Prior to Early Dismissal.** Non-emergency employees who depart prior to the early dismissal time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted administrative leave.	
	Prior Approved Leave Status	**Pre-approved leave.** Employees on pre-approved leave for the entire workday or employees who have requested unscheduled leave before an early departure policy is announced should continue to be charged annual or sick leave for the entire day or the remainder of the workday, as applicable.	
	Regular Work Status or Unscheduled Leave	**Telework-Ready Employees** should perform unscheduled telework on a day when Federal offices or Army activities are closed to the public and should telework the entire day or request leave, or a combination of both, in accordance with their Army and their command's policies and procedures, subject to any applicable collective bargaining requirements.	
	Regular Work Status	**Emergency Employees** are expected to report to their worksites unless otherwise directed by their supervisor.	

* United States Office of Personnel Management – Washington, DC, Area Dismissal and Closure Procedures may be used as a guide for areas outside those designated in the publication.

Excused Absence and Administrative Dismissal Chart October 2012

Activity	Type of Leave/Work Status	Explanation	Reference
Late Arrival – Activity closed before the start of the workday but opens prior to the end of the workday. Dismissal of non-emergency personnel due to extreme weather conditions, natural disasters, emergencies or unforeseen interruptions of transportation or building services (potential health or safety risks)	Administrative Leave	**Excused absence.** Non-emergency employees will be granted administrative leave for the number of hours past the beginning of their tour of duty.	DoD 1400.25-M, SC610.3.5.3 and 5 USC 6302(a), OPM Washington, DC, Area Dismissal and Closure Procedures*
	Unscheduled Leave	**Use of Unscheduled Leave.** Non-emergency employees may notify their supervisor of their intent to (1) use earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (2) use leave without pay; or (3) request to use their flexible work schedule day off or rearrange their work hours under flexible work schedule for the entire workday.	
	Prior Approved Leave Status	**Pre-approved leave.** Employees on pre-approved leave for the entire workday should continue to be charged annual or sick leave for the entire day.	
	Regular Work Status or Unscheduled Leave	**Telework-Ready Employees** should perform unscheduled telework on a day when Federal offices or Army activities are closed to the public and should telework the entire day or request leave, or a combination of both, in accordance with their Army and their command's policies and procedures, subject to any applicable collective bargaining requirements.	
	Regular Work Status	**Emergency Employees** are expected to report to their worksites unless otherwise directed by their supervisor.	
Excused Absence – an authorized absence from duty without loss of pay and without charge to other paid leave, as described in the referenced DoD manual. Excused absence must be in connection with furthering a function of the Department of Defense.	Administrative Leave	Voting or Registering to Vote Donating blood without compensation Initial EAP counseling session (drug, alcohol, finance etc.) Management Sponsored volunteer projects Personal tasks incident to PCS (close/open personal bank account, obtain state driver's license, or car tags etc.)	DoD 1400.25-M, SC630.7 and DoDFMR Volume 8, Para. 0516
Other Excused Absence, as described in reference.	Excused Absence	Bone Marrow or Organ Donation	DoD 1400.25-M, SC630.6

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