

USACE FINANCE CENTER INTERNAL POLICY GUIDE UFC -119

SUBJECT: INCLEMENT WEATHER POLICY

1. In those rare events that require an early work dismissal or late work arrival due to severe inclement weather or other types of emergency/dangerous situations, the USACE Finance Center (UFC) will adhere to the NSA Mid-South policy for issues of “adjusted home departure”, “unscheduled leave”, or “closure.”
2. Notification of curtailed operations due to hazardous weather conditions occurring before the workday begins will be made by local news media. UFC Millington employees should tune to TV-5 WMC-TV, or radio AM790 or FM100 and take the appropriate action as announced for NSA Mid-South employees. UFC Huntsville employees will follow guidance published by USACE Huntsville Center and UFC-Washington employees will follow OPM Washington, DC Area Emergency Dismissal or Closure Procedures.
 - a. An “**adjusted work dismissal**” policy permits employees to leave work early. Employees must receive a release from their immediate supervisor since departure times may be staggered in order to accommodate traffic flows.
 - b. An “**adjusted home departure**” policy permits employees to leave their homes later than their normal departure times. If a 2-hour adjusted home departure policy is announced, the employee’s duty day will begin 2 hours later than their scheduled time. The approved work schedule annotated on the current time and attendance worksheet (UFC form 07) will be used to determine permissible late arrival without loss of pay or charge to leave.
 - c. An “**unscheduled leave**” policy is encouraged in all inclement weather situations. This policy allows employees who truly find it impossible or unsafe to make it to work or who arrive late to use annual leave or leave without pay. Essential functions of the UFC, however, would continue to be performed by those employees who are able to make it to work. On those days when an unscheduled leave policy is not declared because conditions generally are not bad, supervisors need to be sensitive to the fact that localized weather, road conditions and/or school closures may preclude some employees from safely commuting to work, and accordingly should grant unscheduled annual leave or leave without pay to such workers.
 - d. A “**closure**” policy permits employees to be excused from duty without charge to leave.

3. Normally, no UFC employees are considered essential during periods of curtailed operations. However, based on workload and mission, a Deputy Director may designate an employee as essential. In such cases the essential employee will be identified and notified in writing. Designated essential personnel will be required to report to, or remain at work in emergency situations unless otherwise instructed.

4. Supervisors and Team Leaders will ensure that an emergency telephone roster is established and remains current for their respective sections in the event employees need to be contacted concerning curtailed operations or closures. Employees will notify their supervisors and team leaders of any change in home telephone numbers.

5. This policy letter will be maintained on the CEFC Internal Home Page. Changes will be made as needed to maintain current policy. POC for this policy guide is Michael Edge, Deputy Director, Administration.

FOR THE DIRECTOR:

JAMES R. GREENE
Deputy Director, Resource Management