

**CHAPTER 4: EXCUSED ABSENCE (ADMINISTRATIVE LEAVE)  
PROCEDURES AND REQUIREMENTS**

**PERSONNEL LETTER (PL): 630-1**

**DATE: November 10, 2008**

**PURPOSE**

- Describes BPA's policy with respect to granting excused absence to employees.
- Revises the previous version of this PL to address group dismissals announced by either the President or the Secretary of Energy (section II.D.), and to address excused absence for returning employees who have been called to active duty in campaigns to support the Global War on Terrorism (section III.X.).
- Supersedes PL 630-1, Chapter 4 dated April 7, 2006.

**POLICY SUMMARY**

The term "excused absence" (administrative leave) is defined as authorized absence from duty with pay and without charge to leave or other personal time-off accounts. For this reason, excused absence is never granted to account for a period of overtime, regardless of the reasons that might trigger the need to excuse employees from work that they are doing while in an overtime status. All excused absences are recorded on time sheets using the appropriate time reporting code.

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## **I. VOLUNTEER SERVICE**

As a general rule, it is inappropriate to pay an employee for any time he/she is engaged in volunteer service, except as provided in paragraph E.4. Volunteer service in this case means any activity that an employee might engage in for long periods of time during official duty time, such as Board Members of the Credit Union and members/officers of a non-work related organization. Under law, an agency is authorized to pay the salaries of employees who perform work related to the agency's mission. Managers are encouraged to make appropriate use of flexi-schedule or, if necessary, to make work schedule changes to allow employees to engage in volunteer service. However, before approving such requests, managers should give due consideration to the effect that the employee's absence or change in duty schedule will have on work operations and/or productivity.

## **II. GROUP DISMISSALS**

A written administrative order is required when authorizing group dismissals, except as noted in paragraphs D.4 and D.5 below. When approved, the administrative order is initiated by the Human Capital Management (HCM) Leave Program Manager or by an individual/field office, as applicable below and distributed to affected managers, Payroll/timekeepers, and the Chief Human Capital Officer (CHCO).

- A. Group dismissals can be granted only to employees who are in a work status, under a regularly scheduled tour of duty at the time of dismissal. Excused absence in such situations will not apply to employees who are not in a duty status at the time of the dismissal, for instance, those on approved paid leave or leave without pay, use of compensatory time off, or use of credit hours.
- B. Group dismissals may be authorized by administrative orders:
  - 1. When the closing of an activity is required for short periods of time for managerial reasons;
  - 2. When employees, as a group, participate in public activities which the government is interested in encouraging; and
  - 3. When normal operations are interrupted by events beyond the control of management or employees. Such events may include, but are not restricted to:
    - a. Hazardous weather conditions, including road and/or BPA-facility access conditions that warrant office closure or decisions to authorize delayed arrival (see Exhibit 4A for the Hazardous Weather Procedures for Portland/Vancouver Area);
    - b. Threat to office operations or essential functions, including restricted building access and/or worksite closure;

- c. Serious interruption of public transportation services, except as a result of strikes;
  - d. Emergency fuel or power shortages at Federal offices or facilities;
  - e. Fire, flood, other disasters, or natural phenomena which require closing an installation or which prevent employees from working or reporting to work; or
  - f. Alteration of work place, moving of offices, breakdown of equipment, and similar interruption of normal operations, provided other duties or training cannot reasonably be scheduled during the interruption (not to exceed 8 hours), including performance of work at home.
- C. Authority to Issue Administrative Orders:
- 1. In the case of employees who are scheduled to work at locations in Portland and Vancouver, administrative orders may be issued by the Chief Executive Officer/Administrator, the Deputy Administrator, or Chief Operating Officer (COO), for any of the situations described in Section D. 2. In addition, any Senior Vice President or Vice President may issue an administrative order for any of the situations described in paragraph D.2.c.6. above.
  - 2. In the case of employees who are scheduled to work at locations other than Portland and Vancouver, administrative orders may be issued by officials as described below.
    - a. **The Chief Executive Officer/Administrator, Deputy Administrator, or the COO:** The authority may be exercised for any of the situations described in Section D.2 above. The authority should be exercised by these officials typically when the circumstances both involve multiple work locations and include employees who work under different Senior Vice-Presidents, for instance in circumstances such as those described in paragraph D.2.c.(2).
    - b. **Senior Vice-Presidents or Vice-Presidents:** The authority may be exercised for any of the situations described in Section D.2.c. above but only when it applies to employees in their organizations. The authority should be exercised only when the officials designated in paragraph D.3.b. (3) below are not authorized or able to act.
    - c. **Senior-Level On-Site Official for Individual Field Offices:** The authority may be exercised for any of the situations described in Section D.2.c. above. When there are multiple organizations at the same facility or work location, the organizations should coordinate, preferably in advance, to designate the senior-level on-site official and any back-up officials with the authority to make a decision that covers all such organizations. In making any excused absence determination, the senior-level on-site official should coordinate, as appropriate,

with other agencies in the local commuting area that are similarly affected by the circumstances that occasion the need for excused absence.

- D. When a group dismissal (early release) is ordered by the President or Secretary of Energy, no administrative order is required. When the Secretary takes action that authorizes but does not require early dismissal, the COO, or higher level BPA official considers whether to grant early release. In either situation, if early release is granted for any employee, the following actions will occur:
1. HCM will coordinate with Payroll to include pertinent leave/timesheet/payroll information in the official notification.
  2. Public Affairs/Communications will finalize the official notification, receive BPA executive office approval and edit accordingly, and distribute via e-mail to all employees as quickly as possible.
- E. Group dismissal is authorized by this issuance for employees, in a work status, on December 24 and December 31, when those dates fall on a day of the week other than Friday, Saturday, or Sunday.
1. The amount of excused absence is two hours and it applies to the end of an employee's regularly scheduled tour of duty that starts on December 24 or 31. As this is a standing policy, no administrative order is required when BPA exercises this authority. Also, line management may not augment the amount. Any alteration of this policy may be made only by an administrative order signed by the Chief Executive Officer/Administrator, Deputy Administrator, or the COO.
  2. This policy does not apply to employees whose duties are defined as those whose presence is essential to the continuing operation of BPA and its power and transmission systems, as determined by their managers.
  3. This policy will be automatically superseded whenever the President declares part or all of December 24 or 31 to be a paid holiday or as excused absence, or when the Secretary of Energy declares any excused absence for the same dates. In the event of such higher-authority decision, the total amount of excused time shall be the amount declared by the President or the Secretary of Energy and will be subject to any conditions prescribed by either authority.

### **III. DISCRETIONARY INDIVIDUAL EXCUSED ABSENCES**

(Note: This section should be read in conjunction with Section F. below, which also describes certain situations that are considered discretionary.)

Subject to the provisions of negotiated labor contracts, managers have the discretion to excuse employees on an individual basis for any of the reasons listed below. Managers should consult

with HCM when there is doubt as to the applicability of the following criteria to special cases. Circumstances that may warrant individual excused absence but which are not provided for in this chapter, such as volunteer participation in other public activities in which the government participates or is interested in encouraging, should be referred to the CHCO as a formal request from a Senior Vice President or Vice President.

- A. **Tardiness:** Excused absence may be granted for occasional tardiness in 15-minute increments, up to one (1) hour, for a reason acceptable to the manager. This is not applicable to employees on flexi-schedule except for a period extending into core time, e.g., arrival after 9:00 a.m. at Headquarters and Vancouver, or to delayed arrival or early departure of employees due to hazardous weather conditions. Also, if an employee's tardiness is frequent and appears to the manager to constitute an abuse of privilege, an absence may be charged to AWOL, thus establishing the potential for disciplinary action. Contact Employee Relations staff for further guidance on charging AWOL or taking disciplinary action.
- B. **Delayed arrival at work due to hazardous weather:** Managers are authorized to grant individual employees excused absence of up to two (2) hours if no administrative order is issued to generally cover delayed arrivals caused by the hazardous weather period. This authority is not to be used to grant excused absence in addition to that granted by an administrative order for delayed arrivals, in conjunction with an excused absence for tardiness, or to excuse employees from work (early dismissal) sooner than that authorized by said order. Employees who do not make it to their intended work location must take annual leave, LWOP, credit hours, or compensatory time. The granting of excused absence under this provision doesn't apply to employees who are scheduled to telecommute from home.
- C. **Representing Employee Organizations:** Subject to the provisions of a negotiated agreement, an employee serving as an officially designated representative of an employee organization may be excused to receive training on matters of mutual concern to BPA and the employee in his/her capacity as a union representative. The Labor Relations staff must be involved in any such determination. (Note: This is not to be confused with employees who are bargaining unit representatives and receive "official time" to represent the union or its bargaining unit employees. Official time, in this regard, is treated as regular hours of duty and is not recorded as excused absence. Again, the Labor Relations staff should be consulted on such official time issues.).
- D. **Excused Absence for Community Education Support Activities:** Managers are authorized to approve excused absence for their employees, subject to workload demands, for a variety of volunteer activities that provide assistance to community education programs. These activities could include, but not be limited to, tutoring math, science, reading, writing, and problem solving, or participating in BPA-sponsored programs that encourage academic achievement. The amount of excused absence that may be granted under this policy may not exceed eight (8) hours for nonrecurring activities and two (2) hours per week for ongoing activities.

- E. **Donating Blood:** When donating blood, up to four (4) hours of excused absence may be granted to allow for recuperation and for travel time to and from point of donation.
- F. **Armed Forces Entrance Exams:** Excused absence may be granted for taking a physical examination required for entry into the Armed Forces (not more than the actual time required for the examination).
- G. **Relocation Arrangements:** This paragraph applies to both: (a) current Federal employees who are selected or placed in a position with a permanent change in duty station that also involves a change in the employee's residence; and (b) new appointees who are authorized relocation expenses by BPA to their first post of duty. Such employees, and appointees once they have reported for duty, may be excused from work for brief periods to make necessary arrangements for the transportation, storage, or receipt of household goods, and other activities associated with a move of permanent residence such as receipt of transported goods. The amount of time granted will be held to a minimum, consistent with the actual time required for such activities, must not exceed 32 hours in accordance with BPA's Relocation Manual, and will not be granted for activities that could be accomplished during off-duty hours or by use of flexible arrival and departure features of BPA's flexi-schedule system.
- H. **BPA Placement Exams:** Excused absence may be granted for taking examinations used in the BPA merit promotion process, including civil service tests, which are required by either the qualification standard of the position, such as apprentice examination, to which the employee is aspiring, or when such examinations are part of the normal applicant evaluation process, for instance panel interviews or assessment centers.
- I. **Interviewing/Placement Exams Within DOE:** Excused absence may be granted for interviewing or taking tests for job placement opportunities within DOE which normally does not include travel.
- J. **Interviewing/Placement Exams Outside DOE:** Excused absence may be granted for interviewing or taking tests for job placement opportunities outside DOE, if the employee has been notified that he/she has been reached for separation by reduction-in-force procedures, and if the employee presents reasonable evidence that a bona fide placement opportunity exists. Managers shall limit such absences to a reasonable amount of time considering workload, placement opportunities; mutual benefit to the organization and the employee, and other relevant factors (does not include travel time).
- K. **Professional Exams:** Excused absence may be granted for taking professional examinations when considered to be in the best interest of BPA, for instance, when such examinations are for State licensing or professional certification in the occupational field in which the employee is working. Excused absence will be authorized for the time required for taking the written test, but not for travel time. The employee is also responsible for

examination and travel expenses, if any. If an employee has to take an examination for a second time, the absence will not be excused.

- L. **Attendance at Meetings and Conferences:** Excused absence may be granted for attendance at meetings and conferences when a manager determines that attendance will provide benefits to BPA. Examples of such benefits are recruitment contacts, community goodwill, and technological advances in the employee's work area; and new or continued EEO perspectives that may be shared with others through briefing or written reports. If attendance is primarily for the personal benefit of the employee, the absence should be charged to annual leave, LWOP, credit hours, or compensatory time.
- M. **Voting:** Excused absence is granted for voting in an election or in a referendum on a civic matter in the employee's community when polls are not open at least three (3) hours before or three (3) hours after an employee's scheduled tour of duty. The employee may be granted sufficient time off from work to permit him/her to report to work up to three (3) hours after the polls open or leave work up to three (3) hours before the polls close, whichever requires the least amount of time off. Under exceptional circumstances, such as when an absentee ballot is not permitted, or when the three (3) hours do not allow sufficient time, an employee may be excused for the additional time needed, depending upon the circumstances, but not to exceed one (1) day. For example, an employee may be allowed up to one (1) day to travel to a distant community in order to vote, but only if voting by absentee ballot is not permitted. Time off exceeding one (1) day is charged to annual leave.
- N. **Participating in Associates-Sponsored Activities:** Excused absence may be granted for such activities as the associates meetings, special events, or sales. Managers are authorized to allow reasonable amounts of time for this purpose. All time away from work must be approved by the manager and must be recorded as administrative leave on the employee's Time and Labor Report--it must not be recorded as work time or regular hours. Employees selling crafts at the Associates-sponsored craft bazaar shall not be granted excused absence.
- O. **Office-approved or Office-sponsored Holiday Activities during the Month of December:**
1. Employees may be granted one excused absence of up to two (2) hours to attend a work group holiday party or function during the December holiday season. Work groups can combine lunch times with such parties. However, the 30 minutes allotted to employees for lunch must fall within the lunchtime range of 11:00 a.m. to 1:30 p.m. Thus, for employees with a 30-minute lunch, a work group function could start as early as 9:00 a.m. and end at 11:30 a.m. or as late as 1:00 p.m. and end at 3:30 p.m.
  2. Functions that are not held in conjunction with the lunch period may not exceed two (2) hours of excused absence.

3. Employees who choose not to participate in the Office-approved or Office-sponsored activity are not entitled to any amount of excused absence.
- P. **Local Community Emergencies:** Excused absence may be granted for participating in emergency rescue or protective work in the local community as a volunteer, or as a member of an organization such as the Civil Air Patrol, during an emergency such as fire, flood, riot, or search operations. The absence may be granted only if the employee can be spared from the job and is not required at the installation to protect Federal property. Normally, a single period of excused absence shall not exceed three (3) workdays, but additional days of excused absence may be authorized under unusual circumstances. Excused absence is not authorized for participation in activities such as recurring volunteer fire fighting, if such participation would require frequent absences from duty. This paragraph does not apply to employees who perform such work as part of a Military Reserve or National Guard unit under military orders; such time is charged to military leave (see Chapter 9).
- Q. **Active Military Duty:** Excused absence of up to three (3) workdays may be granted to facilitate an employee preparing him/herself and his/her family for the employee's extended absence for active military service. This paragraph only applies to employees who are ordered to active duty for reasons other than training, thereby requiring, over the course of their active duty service, that they be in a leave-without-pay status.
- R. **Participating in Emergency Preparedness Activities:** Excused absence may be approved for up to 40 hours per calendar year provided the absence will not require employing a relief worker or paying overtime.
- S. **Armed Forces Funeral:** Excused absence is granted for serving as an active pallbearer, guard of honor, or member of a firing squad in a funeral ceremony for a member of the Armed Forces whose remains are returned from abroad for final interment. This excused absence provision applies only to employees who are veterans of a foreign war, campaign, or expedition for which a campaign badge has been authorized, or to employees who are members of a firing squad or a ceremonial guard of honor in a funeral or ceremony related to internment (not more than four (4) hours).
- T. **Employee Assistance Program or Ombuds:** A reasonable amount of excused absence may be granted, if otherwise on duty and with manager's approval, to communicate with an Employee Assistance counselor under BPA's Employee Assistance Program or to meet with BPA Ombuds. In situations involving rehabilitation and/or treatment during duty hours, annual leave, sick leave, or leave without pay, as appropriate, should be used instead of excused absence.
- U. **Health Units:** Excused absence may be granted up to one (1) hour, on an occasional basis and with the prior notification of the employee's manager, to visit Health Units during operating hours. Excused absence will not be authorized for an employee to visit the

Health Unit on a regular and recurring basis. Instead, with the manager's approval, the employee may use other paid or unpaid time off.

- V. **Workplace Disruption:** In some situations, it may be appropriate to place an employee on excused absence due to either actual or potential behavior that seriously and negatively impacts, or might so impact, the workplace. Please refer to Appendix B of Personnel Letter No. 752-1 for guidance.
  
- W. **Absences of Less Than one (1) Hour for Reasons Acceptable to the Manager:** As required by Office of Personnel Management regulations, this authority is intended to be used infrequently and only when the employee is unavoidably or necessarily absent such as the early departure of an employee's carpool due to emergency reasons such as an injured or sick child. This authority may not be used to supplement any of the preceding situations, for instance, to extend the time authorized for donating blood, attending Office-sanctioned holiday activities during the month of December, any planned group absences, tardiness, etc.
  
- X. **Return from Active Military Duty:** Members of the National Guard or Reserve who have been called to active duty in campaigns to support the Global War on Terrorism must be granted five (5) days of uncharged leave (excused absence) upon return to duty for each deployment. If the employee returns to duty and chooses not to use the excused absence at that time, then the employee is entitled to use the excused absence at a mutually agreeable time between the employee and the manager. These rules apply to both an initial deployment and any subsequent deployments, as defined in the first sentence of this section. A copy of the official orders must be submitted to Payroll prior to active duty or it must be submitted as soon as the employee returns and uses the excused absence.

#### IV. NON-DISCRETIONARY INDIVIDUAL EXCUSED ABSENCES

Excused absence must be granted for the following situations. Note, however, that managers retain the discretion in some cases as to the actual time when employees will be released from work for excused absence. Managers should consult with the HCM Specialist when there is doubt as to the applicability of the following criteria to special cases.

- A. **Workplace Injury:** Excused absence is granted for an employee undergoing medical examination or emergency treatment by a physician immediately following an injury sustained in the performance of duty. Managers have the discretion to grant excused absence for the balance of the day on which the injury occurred, if warranted in the manager's opinion.
  
- B. **Fitness-For-Duty Exams:** Excused absence is granted for taking examinations that are required for an employee to remain in his/her present position (includes travel time).
  
- C. **Taking a Medical Examination Required or Offered by BPA:** Excused absence is granted to receive a medical examination or screening from a provider identified by BPA,

including normal travel and waiting time. The manager has discretion to determine the actual time when the employee will be released from work. When the employee does not return to work after visiting the health service provider, all time in excess of that required for the exam will be charged to annual leave, LWOP, credit hours, or compensatory time. Requests for excused absence for medical examinations required or offered by other Federal agencies should be referred to HCM.

- D. **Preventative Health Activities Sponsored by BPA:** Excused absence is granted to participate in BPA-sponsored preventative health activities (e.g., health screenings) that are held at employees' duty stations or within the local commuting area of employees' duty stations. However, for employees whose presence is essential to the continuing operation of BPA and its power and transmission systems, as determined by their managers, excused absence is discretionary with the manager. For other employees, the manager has discretion to determine the actual time when the employee is released from work for such excused absence when the timing of the activity is discretionary.
- E. **Other Preventative Health Activities Not Sponsored by BPA:** In accordance with a Presidential directive, up to four (4) hours of excused absence is granted to employees with less than 80 hours of accrued sick leave to participate in preventative health screenings that are not sponsored by BPA. With one exception, this applies only if the type of screening is not offered by BPA or is not offered by BPA at a location to which the employee has reasonable access. "Offered by BPA," means as part of a BPA screening program or as part of a physical examination otherwise provided by or arranged for by BPA. The exception is that the preceding two sentences do not apply to employees under paragraph IV.D., whose duties are considered essential and are not granted such excused absence because of such duties, provided that they have less than 80 hours of accrued sick leave. In all cases, the manager has discretion to determine the actual time when the employee will be released from work.
- F. **Equal Employment Opportunity Activity:** Excused absence is granted to pursue EEO counseling at the informal stage and for the processes associated with formal EEO complaints. This includes time to meet an EEO Counselor, present relevant information, respond to agency requests for information, meet with an EEO investigator to prepare a sworn affidavit and rebuttal statement, prepare for meetings and hearings, and to attend such meetings and hearings. EEOC regulations require that the amount of time be reasonable. A reasonable amount of official time is defined in terms of hours that are requested and approved in advance so that a mutual understanding between the employee and manager of the number of hours needed is known. An employee may request to use excused absence, but is not required to do so. An employee may use other forms of leave to meet with an EEO Counselor, such as annual leave, LWOP, credit hours, etc. This may be true especially if the employee would prefer to not divulge the fact that he/she is meeting with an EEO counselor.

The manager has discretion to determine the actual time when the employee is released from work for such excused absence when the timing of the activity is discretionary. If an

employee is required to appear on behalf of the Federal government (cross-agency), regular duty time instead of excused absence is appropriate. Managers are encouraged to contact EEO/Civil Rights staff for guidance in applying excused absence to EEO activities.

- G. **Rest Periods for Annual Employees:** Excused absence is granted for an eight (8) hour rest period for annual employees following an emergency work situation that required 16 or more hours of continuous work. If the eight (8) hour rest period extends into the basic workday, the employee is excused for a period of time sufficient to complete the eight (8) hour period. See the BPA/CPTC Collective Agreement for rules on relief periods for hourly employees.
- H. **Bone Marrow or Organ Donation:** Absences for bone marrow or organ donations are treated as paid leave rather than excused absence. Federal law provides up to seven (7) days of paid leave for bone-marrow donations and up to 30 days for organ donations. Such leave is separate from either annual or sick leave and is charged with a specific Time Reporting Code, (DONR). Employees applying for such leave should use this code when completing their Time and Attendance.

## V. INDIVIDUAL EXCUSED ABSENCE - MEDICAL SITUATIONS

In situations in which an employee's medical condition presents a risk such as a contagious illness of a serious nature to himself/herself or others, the employee should be advised to use paid leave or leave without pay. However, as a last resort, if an employee refuses to do so, BPA's Medical Program Manager can be consulted and a decision can be made to place the employee on excused absence for a brief period of no more than two (2) work days. This should be done only if the seriousness of the situation warrants such action. This paragraph does not address behavioral or psychiatric conditions; instead, the procedures in Personnel Letter 752-1, Appendix B, apply.

Roy B. Fox  
Chief Human Capital Officer

Attachment (1)

Attachment A: Hazardous Weather Procedures for Portland/Vancouver Area

## HAZARDOUS WEATHER PROCEDURES FOR PORTLAND/VANCOUVER AREA

BPA's policy on hazardous weather absence is based on our concern for employee safety balanced with our responsibility to provide service to our customers under all conditions. Since BPA is a utility business, there should be a general expectation that we will be open whenever possible. In addition to weather conditions, road and/or BPA-facility access conditions are also considered in making any office closure or delayed arrival decisions.

### 1. Hazardous Weather Occurring Prior to the Beginning of the Workday:

Authority to close an office or authorize delayed arrival in Portland/Vancouver rests with the COO. If it is determined that citizens of the area generally were delayed or prevented from reporting for work because of hazardous weather, an administrative order may be issued prescribing the hours that may be treated as excused absence (administrative leave).

Office closure and excused absence determinations apply only to non-essential employees who are scheduled to work at locations in Portland and Vancouver. Such decisions do not apply to essential employees, defined as those whose presence is essential to the continuing operation of BPA and its power and transmission systems, as determined by their managers. Such decisions may vary for different facilities depending on weather, road, and building access conditions.

In addition, such decisions do not apply to employees who are telecommuting from their homes. (Note: Managers should consult with an HCM Employee Relations Specialist with respect to employees with unusual circumstances that prevent them from working at their homes.)

The BPA Emergency Information Hotline, (503)230-3333, will be updated by 5:00 a.m. with applicable office closure or delayed arrival information. Vancouver employees may dial (360) 418-8000, and when voice mail answers, dial ext. 3333 (do not press the pound sign first). The BPA external websites, <http://www.BPA.gov/emergency> and <http://www.BPAinfo.com>, will also be updated to indicate building closures.

Unless closure is announced over the BPA Emergency Information Hotline, BPA offices and facilities will be considered open at the normal time. Employees are encouraged to make a reasonable attempt to arrive at work on time. Employees are also encouraged to exercise individual judgment, in view of their particular circumstances, and not expose themselves to excessive risk in attempting to get to work under unusually hazardous weather conditions. If employees decide not to report to work, they should advise their managers as soon as possible. (To obtain the work phone numbers of managers or other co-workers, employees can call the voice mail numbers (503-230-7300 or 360-418-8000), dial 1111 when voice mail answers, and follow the voice mail prompting instructions.)

In the absence of an administrative order, managers have the authority to excuse individual employees up to 2 hours from their regular work schedule for late arrival in the event of hazardous weather, provided they report to work. Individual managers may not use this

discretionary authority to supplement any excused absence for delayed arrival that is authorized by the COO.

If employees are tardy beyond any authorized delayed arrival, or are absent for the workday even though the office is open, they must charge such tardiness or absence to annual leave, leave without pay, or other appropriate time-off accounts.

**2. Hazardous Weather Occurring During the Workday:**

If hazardous weather conditions develop during the workday, a decision will be made whether employees may be excused before the normal quitting time. A key consideration will be the safety of employees. If employees are excused, all offices in the Portland-Vancouver metropolitan area will be advised by telephone. Dismissal will be confirmed by a written administrative order documenting that this is an excused absence not chargeable to leave.