

## **Weather & Safety Leave if Unable to Perform Duties Remotely ...from Chief of Staff**

*Friday, March 20, 2020*

Team NPS,

This morning, President Rondeau again expressed her admiration and appreciation for all of your collective efforts to meet the COVID-19 challenge head on. I would also like to thank all of you for your patience and grace as we work through the rapid transition to distributed workforce operations by maximizing telework and distance learning across campus to mitigate the effects of coronavirus.

There remains a small percentage of employees that are unable to telework due to the nature of the work that they perform. Others may be able to telework to some degree, but not enough to substantiate a full-time telework schedule. In those instances, HRO will work with you and your supervisors to determine the appropriateness of Weather and Safety Leave and to what degree it should be exercised.

Under 5 CFR 6329c, Weather and Safety Leave may be granted to employees without loss or reduction of pay, if an employee, or group of employees, is prevented from safely traveling to or performing work at an approved location.

If you, or one of your employees, are unable to perform your duties remotely, either full or part time, please send an email through your supervisor to Ms. Jennifer Amorin at [jamorin@nps.edu](mailto:jamorin@nps.edu).

Your email should include Weather and Safety Leave in its subject line and answer the following questions in the body:

1. What is the nature of your work?
2. How do current restrictions on travel and workplace access prevent you from performing your assigned duties?
3. Will a temporary modification of your assigned duties allow you to perform your duties remotely?
4. How many hours of Weather and Safety Leave are you requesting?

Upon receipt of your Weather and Safety Leave request, the HRO will evaluate them against the above criteria and forward to the appropriate decision-making authority. Once a decision is received, the requestor will

be notified with instructions on how to properly code in SLDCADA if approved.

If you have questions about whether Weather and Safety Leave may be appropriate for you or one of your employees, please reach to Ms. Amorin or Mr. Kenneth Stewart at [kastewar@nps.edu](mailto:kastewar@nps.edu).

Again, thank you for all that you are doing to adjust on the fly in this dynamic environment. Together, we will get through this challenging experience healthily and successfully.

And I look forward to being seen by you at our next Virtual Town Hall on Tuesday, 24 March at 1400.

v/r,  
CAPT Philip E. Old  
Chief of Staff, Naval Postgraduate School