

memorandum

DATE: January 7, 1999

REPLY TO

ATTN OF: AD-442:Kent

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR JANUARY 7, 1999**

TO: All ORO and OSTI Employees Duty Stationed in Oak Ridge, Tennessee

A liberal leave policy is in effect for Thursday, January 7, 1999, due to inclement weather. Under this policy, normal business hours are observed; however, individual employees are permitted to use leave or credit hours, without prior approval, to cover all or part of their absence caused by a hazardous weather situation. In addition, supervisors may excuse up to two hours of tardiness under this policy.

Employees who were scheduled to work and did not report for duty at all today, January 7, 1999, should be charged with an appropriate leave category for the entire day. Questions regarding excused absence or leave in any specific situation should be directed to your timekeeper or your Personnel Management Specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch

cc:

Kathy Braden, FM-712