

Work/Leave Flexibilities for AGR personnel during the COVID-19 crisis

Flexible Schedule

The Adjutant General suspended core hours and established flexible hours to provide more flexibility for scheduling in an effort to increase social distancing and assist employees with issues arising from school and daycare closures. Supervisors should evaluate schedule change requests to ensure safety standards are met and missions can be accomplished effectively.

Social Distancing

The spread of the virus can be to some extent mitigated by leveraging social distancing. Supervisors are authorized to approve alternate work locations such as armories, other military facilities, etc. in order to create more social distancing among critical functions. Meetings with more than 10 persons in attendance should be avoided at this time.

Telework

If there are sufficient tasks that can be accomplished via Telework, Telework can be approved. Please see attached instructions for requesting Telework. Due to the situation, even employees with a child or other persons requiring care or supervision present at home. AGRs must still account for work and non-work hours during his or her tour of duty and take appropriate leave to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).

Sick Leave

Sick in Quarters Leave may be used if an AGR is symptomatic or quarantined by a public health official or advised to self-quarantine by a health care professional.

Ordinary Leave

AGRs may only take leave in the local area. This is being done to limit the spread of and potential exposure to COVID-19. Exceptions may be given for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship. Exceptions should be worked through HR to the appropriate approving authority.

