

Work/Leave Flexibilities for Technicians/T5 personnel during the COVID-19 crisis

Flexible Schedule or Change in Schedule

The Adjutant General suspended core hours and the 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. Schedule changes must be made on a TAGNE 444-R, which should be sent to Finance. Those employees on a flexible schedule must tack their time on a TAG 127. If an employee's scheduled hours include hours between 1800-0600 or any hours on Sunday, please coordinate through HR to ensure correct differential pay is determined. Supervisors should evaluate schedule change requests to ensure safety standards are met and missions can be accomplished effectively.

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. Employees must still account for work and non-work hours during his or her tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).

Sick Leave

Sick leave may be used if the employee is symptomatic. Dependent sick leave may be used if the employee is caring for a symptomatic dependent. Sick leave may NOT be used for cases of self-quarantine when the employee and dependents are asymptomatic.

Weather and Safety Leave

Agencies may authorize weather and safety leave for an asymptomatic employee who is subject to movement restrictions (quarantine or isolation) under the direction of public health authorities due to a significant risk of exposure to a quarantinable communicable disease, such as COVID-19 if Telework is not an option. Weather and Safety Leave is not to be used for those that are symptomatic. **All Weather and Safety Leave requests MUST be routed to HR for approval.**

Annual Leave/Comp Time Earned/Time Off Award Leave

Employees may continue to use annual leave, comp time earned and time off award leave.

COVID-19 Frequently Asked Questions

What if I am advised by health care professionals to self-quarantine?

Technicians who are advised by health care professionals that they should self-quarantine should **STAY HOME** from work and follow the treatment instructions of health care professionals. Those who are self-quarantining may utilize Telework options, or regular leave. Sick leave is reserved for those who are symptomatic. Sick leave may NOT be used for cases of self-quarantine when the employee and dependents are asymptomatic.

If an employee is healthy but chooses to stay home because he or she has been in direct contact with an individual exposed to a quarantinable communicable disease, such as COVID-19, in what pay/leave status is the employee placed?

An employee, covered by a telework agreement, may request to telework with the permission of the supervisor. Agencies could also consider expanding telework to any telework eligible employees to provide additional flexibility for employees. For employees who are not currently covered by a telework agreement, agencies may also consider whether an employee has some portable duties (e.g., reading reports; analyzing documents and studies; preparing written letters, memorandums, reports and other correspondence; setting up conference calls, or other tasks that do not require the employee to be physically present), that would allow him/her to telework on a situational basis. An ad-hoc telework agreement should be signed to cover the period the employee is permitted to work from the approved alternate location (e.g., home).

An employee may also request to take annual leave, advanced annual leave, other paid time off (e.g., earned compensatory time off, earned credit hours), or leave without pay. An agency may NOT authorize weather and safety leave to an employee under this scenario. The use of sick leave would be limited to circumstances where an employee has become symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19.

What is the guidance for Technicians who are caring for an immediate family member who is ill and/or quarantined with COVID-19?

Follow the direction of health care professionals. Dependent sick leave may be used if the employee is caring for a symptomatic dependent. Technicians may request telework for the portion of the day not devoted to caregiving to offset the use of ordinary leave. If telework is not available, then the Technician must utilize ordinary leave.

What if an employee needs to care for a child due to school closures?

If a parent is caring for a child due to a COVID-19 related school closure, but neither the parent nor the child have symptoms of the disease, an employee may use leave or request telework. A teleworking employee would be expected to account for work and non-work hours during his or her tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for small children). You must track your hours on a TAG 127.

TDY

All official travel has been suspended effective 16 March through 15 May 2020. 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.

See additional FAQs

HRO T32 / T5 POC's

Mr. Steve Oppliger 402.309.8185

Ms. Deb Burling 402.309.8187