

For: All FSA County Offices

Hazardous Weather Conditions

Approved by: State Executive Director



1 Overview

**A
Background**

This notice is in response to questions regarding absences relating to hazardous weather conditions. Managers and employees should review 17-PM (Rev. 2), paragraphs 161, 212, and 213.

**B
Purpose**

This notice is to provide guidance regarding hazardous weather situations. It replaces AR Notice PM-389. No change has been made to previous policy.

2 Policy

**A
Excused Absences**

Employees arriving late or dismissed early due to hazardous weather conditions would be granted an excused absence. Excused absence of more than one (1) hour would be reported as administrative leave (Code 66).

Continued on the next page

Disposal

Indefinite

Distribution

All County Offices

AR Notice PM-434

A **Excused Absences** **(Continued)**

As stated in 17-PM, paragraph 213, employees will be charged annual leave for the full day if they do not report for duty that day. Supervisors should carefully review paragraph 213 as it relates to correct leave charges for employees in other situations (i.e., whether the employee is on duty, scheduled to report for duty, etc.).

When offices are closed due to hazardous weather conditions, all employees assigned or detailed to that office will be excused with pay for the day or any portion of a day termed as "office closure".

B **Dismissal/Closure**

CED can authorize closing of an office due to hazardous weather conditions. CED and FLM will jointly decide to authorize closing in offices where CED and FLM are headquartered. In making the determination to close an office due to hazardous weather conditions, the following should be considered:

- The FSA office should not be the only Service Center Agency closing. If possible, USDA Service Center Agencies should make this determination together.
 - Managers should take into account publicly announced driving restrictions together with announced closings such as schools, businesses, etc.
 - Although an office may occasionally experience hazardous weather conditions that would warrant late arrival or early dismissal, it will be very unusual that an office will be closed for the entire workday.
 - If the CED and FLM determine that the weather conditions warrant closing of an office for any period of time, the CED will advise employees, District Director, and the State Office Administrative Staff of the decision.
 - Managers should review 17-PM, paragraphs 212 and 213, to determine whether either paragraph applies to situations of individual employees.
-