

# INCLEMENT WEATHER STATUS FOR CIVILIAN PERSONNEL (US AND LNDH)



- 1. Early Dismissal -** If a Wing/Installation Commander issues an early release for non mission essential personnel, civilian employees should be dismissed accordingly and carried in an administrative leave status for the duration of the day. Employees who were absent on leave that day continue to be charged leave.
- 2. Late Reporting -** If an installation is determined to be on a delayed reporting status, the non mission essential civilian employees should be excused for their tardiness, not in excess of the determined late reporting period (usually 2 hours). Tardiness in excess of the determined period will require an analysis by the supervisor on a case by case basis to grant additional administrative leave. In cases of employees not showing up for the full day of work, established procedures for requesting and being approved leave should be used.
- 3. Base Closure -** If the Wing/Installation Commander closes the entire facility, employees other than mission essential personnel will be excused from duty without charge to leave. This includes those on scheduled annual, sick leave, or telework, but does not include those in a nonpay/LWOP status on the days immediately before and after the day(s) the activity was closed. These employees remain in a nonpay/LWOP status.