

MEMORANDUM FOR RECORD

SUBJECT: District Office Closure and Administrative Leave

1. Scope. This guidance applies to all government employees that are assigned to St Louis district activities in the greater metropolitan St Louis area. These activity sites include the District Office in the RAY Federal Building, the Service Base and Lock and Dam #27.

2. The following guidelines apply when severe weather or other emergencies prevent significant numbers of District employees assigned to workplaces in the St. Louis Metropolitan area from reporting for work on time or which require closure.

a. Should the District Engineer authorize closure or late arrival policy for District employees working in the St. Louis Metropolitan area prior to start of the workday, the emergency alert notification roster will be activated.

b. Individuals will make their own risk assessment regarding travel to work if there has been no notification of District office closure. In the absence of a formal late arrival policy announcement, supervisors may grant up to 59 minutes of excused absence for reasonable tardiness due to commuting delays during inclement weather.

c. If individuals choose not to come to work due to travel conditions and the District office remains open, a liberal leave policy will be in effect. Supervisors are encouraged to grant annual leave whenever operationally feasible.

d. Individuals scheduled to be at work or on annual or sick leave will be granted administrative leave for their entire tour of duty in the event that the District Engineer closes the District Offices in the St. Louis Metropolitan area prior to the start of the workday. This does not apply to employees on LWOP, military leave, suspension or in a nonpay status both the day before and the day after the closure. Employees on AWS days off are not entitled to another AWS day off "in lieu of" the workday on which the District is closed.

e. If the District Engineer closes the District during the workday, employees on duty when the closure announcement is made will be granted administrative leave beginning at the authorized departure time for the remainder of their tour of duty. Employees who leave prior to announcement of an authorized dismissal must take annual leave for the entire time remaining on their tour of duty. After an early dismissal has been announced, if an employee leaves before the authorized dismissal time, they must take annual leave for the time absent prior to the authorized dismissal time.

f. If the District Engineer announces a late arrival policy, only employees who arrive for duty will be granted administrative leave for up to the maximum amount of time authorized by the DE for the late arrival. Employees who do not report for duty are not authorized administrative leave for the time covered by the late arrival policy.

g. If an employee is scheduled to report for work after an early dismissal has been announced, they will be granted administrative leave for their entire tour of duty, even if the tour of duty begins before the authorized dismissal time.

3. District activities outside of the St Louis Metro. Operational Managers at all other district activities to include area offices, the Rivers Project, Lakes, Locks and Dams will identify emergency essential positions whose incumbents must come to work regardless of forecasted weather conditions, or remain on duty to staff their post, and notify employees in these positions at least annually. Operational Managers will make independent decisions regarding closure and the granting of administrative leave to their personnel based upon local weather forecasts and conditions. They need not request approval from the District Office.

4. The Point of Contact for this memorandum is the undersigned at (314) 331-8014.

Robert J. Bayham
LTC, EN
Deputy Commander