

DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER
4801 E. Linwood Boulevard
Kansas City, Missouri 64128

November 13, 2018

MEDICAL MEMORANDUM POLICY

LEAVE DURING INCLEMENT WEATHER AND EMERGENCY SITUATIONS

1. **PURPOSE:**

The purpose of this memorandum is to outline policy and procedure for responsibilities of employees of Kansas City VA Medical Center (KCVAMC) for reporting to duty during inclement weather and emergency situations. This policy applies to all employees of KCVAMC, excluding Veterans Canteen Service employees.

2. **POLICY:**

It is the policy of KVCAMC that employees are expected to report to duty during inclement weather and/or emergency situations.

3. **PROCEDURES:**

a. Employees must make every reasonable effort to arrive on duty as scheduled, except when leave has been previously scheduled and approved by their supervisor. Reasonable efforts should include leaving for work earlier than normal and establishing alternate methods for getting to work. Employees who are unable to report to work must contact the appropriate supervisor and request leave for their absence.

b. In making a decision on a leave request, a supervisor will consider both the need to provide critical services and the individual employee's reasonable efforts to get to work.

c. If an employee has no annual leave available, the granting of leave without pay is discretionary, depending on whether the employee's services are required.

d. Supervisors may excuse absences of less than one hour on the same basis on which annual leave may be granted. Such excused absence may be applied either to excused tardiness or to permit early dismissal for a period of less than one hour.

e. Under rare emergency situations, when the weather is so severe that traveling within the community is severely restricted, the Director may authorize a specific time period during which employees, who are tardy, may be excused

without charge to leave in excess of one hour. Likewise, the Director may authorize a specific period for an early dismissal in excess of one hour. Such authorizations will be communicated to the Service Chiefs. If such authorization is given, the following guidelines will govern its implementation:

- (1) Tardiness will be excused upon determination that the tardiness was directly related to the inclement weather or emergency situation and that the employee made every reasonable effort to arrive at work on time.
- (2) Early dismissal may be authorized for the number of employees who can be spared without compromising services. In determining which employees will be released, primary consideration will be given to the needs of KCVAMC. Individual circumstances should then be considered.
- (3) Employees not reporting for duty on the day when excused absence is granted for early dismissal or tardiness will be ineligible to have any portion of the absence excused.

f. Employees "required" to remain on duty beyond their regular tours will be paid at the appropriate overtime rate for all hours actually worked. They will not, however, be compensated for meal periods or for periods of uninterrupted sleeping of five hours or more. Service Chiefs will assure that overtime requests are promptly submitted for employees who work beyond their normal tour of duty in order to provide coverage in situations of emergency or inclement weather.

g. The Director, after declaring an emergency exists, can authorize free lodging and/or subsistence to employees serving in the emergency situation. Careful consideration will be given regarding the hardships placed on employees, relative ease or difficulty in obtaining alternative lodging and/or subsistence resources, and the possible adverse effects of charging for lodging and/or subsistence while at the same time requiring the employees' presence during the emergency. All subsistence needs will be coordinated by Nutrition and Food Service. Nursing Service will coordinate all lodging arrangements. Environmental Management Service, as needed, will provide bed linen, blankets, pillows, towels, etc.

4. **RESPONSIBILITIES:**

- a. Employees are responsible for making every reasonable effort to arrive at work as scheduled or contact the appropriate supervisor to request leave.
- b. Service Chiefs/supervisors are responsible for making decisions regarding leave requests and assuring that overtime requests are promptly submitted for employees who work beyond their normal tour of duty.

5. **REFERENCE:** VA Handbook 5011, Part III, Chapter 2.

6. **RESCISSION:**

Kathleen R. Fogarty
Director