

CHAPTER 610 HOURS OF DUTY

SUBCHAPTER 3 ADMINISTRATIVE DISMISSALS

1. **POLICY.** It is within the administrative discretion of the head of an activity to close all or parts of an activity for brief periods. This authority will be used sparingly to cover short periods of time. This authority may not be used for periods of interrupted or suspended operations which would ordinarily be covered by the scheduling of leave, furlough, or the assignment of other work. Dismissals due to unusual employment or work conditions created by a temporary disruption of air cooling or heating systems should be rare, and emphasis should be placed on the correction of these conditions. Before administrative excusal may be granted, it must be clearly established by reasonable standards of judgment that the conditions are such as to actually prevent working. Group dismissal authority will not be used to create a holiday.

2. **ASSISTANCE.** Please refer to Chapter 001 of this Manual for the telephone number to call for additional information or further assistance relative to this Subchapter.

3. COORDINATING DISMISSALS

a. Commander, Navy Region, Mid-Atlantic coordinates the dismissal policy for Naval activities in the Hampton Roads area. In geographical areas outside the Hampton Roads area, the commander of the activity employing the largest number of civilian employees or the designated area coordinator shall make the determination if an emergency exists and assess its impact on the employees.

b. Generally, an administrative order to dismiss employees is governed by local instruction and does not apply to employees working in services which cannot be suspended or interrupted or who cannot be excused for reasons of national security or other public reasons. To assure continuity, employees should be notified of procedures and/or instructions to be followed when a dismissal is announced during off-duty hours.

4. CHARGING LEAVE IN EMERGENCY SITUATIONS

a. *Emergency Employees.* Emergency employees who do not report for work as required, may be charged annual leave, sick leave, credit hours, compensatory time earned, LWOP, or absence without leave (AWOL), if appropriate.

b. *Employees in Special Situations.* Employees on LWOP pending disability retirement or while in receipt of Workers Compensation, on military leave, suspension, or in a non-pay status the workday before and after a closure, shall be continued in that status.

c. *Emergency Situations Occurring Before the Start of the Workday*

(1) When an activity is open and employees are expected to report to work on time, employees may be authorized use of annual leave, credit hours, LWOP, compensatory time earned, or excused for reasonable tardiness when they experience commuting delays.

(2) When the activity is open but some employees might be prevented from reporting to work or returning home safely, an unscheduled leave policy may be instituted.

(3) When an activity is closed, all affected non-emergency employees should be excused (placed on administrative leave) without loss of pay, whether or not other leave was previously approved.

d. *Emergency Situations Occurring During the Workday*

(1) When an activity remains open and employees are expected to complete the day's tour, they may be granted annual leave, credit hours, compensatory time earned, or LWOP.

(2) When an activity suspends operations, as much as practical, all non-emergency employees on duty at the time of dismissal should be excused (placed on administrative leave) without loss of pay, even if they were scheduled to take leave later in the day.

(a) Excused absence (administrative leave) may be granted to avoid hardship for employees who are authorized to leave after official notice of dismissal, but before official departure time, for the period remaining until official departure time. When an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal (with supervisory approval) in a situation not involving a hardship, annual leave, credit hours, compensatory time earned, or LWOP may be charged as appropriate for the period remaining until the employee's official departure time, i.e., the authorized dismissal time.

(b) Annual leave, credit hours, compensatory time earned, or LWOP may be granted, or AWOL may be charged, if appropriate, to employees who leave before official notice of dismissal, for the period remaining until the end of the regular workday.

(c) When an employee was scheduled to return from leave during the dismissal period, the activity should continue to charge leave for the absence until the time set for dismissal, then charge any continuing absence due to the emergency in the same manner as absences of other employees who were on duty at the time of dismissal, i.e., as an excused absence.

(d) Non-emergency employees who are scheduled to report for work before the dismissal, but who don't report, should be granted leave, compensatory time earned, credit hours or charged AWOL, if appropriate, for the entire workday.

5. **RESPONSIBILITY.** Any questions concerning interpretation or application of this Subchapter should be directed to Human Resources Office, Norfolk.