

## The Administrative Leave Process

The **Charlotte Area Local** will pursue a grievance for administrative leave when the conditions set forth in the ELM have been met. While we can determine how many employees didn't report for work, we cannot make a determination on your behalf whether your absence was related to an Act of God. Any employee, who believes their absence was due to an Act of God, must follow the process outlined below in the ELM. Please read the entire document, but these bullet points may help.

- You must request Administrative Leave when calling off from work.
- Complete the Charlotte Area Local Administrative Leave Checklist.
- When you return to work complete a PS Form 3971 requesting Administrative Leave.
- You should write in the Remarks section if Administrative leave is denied I would like Annual or LWOP (select one)
- Make copies of your statement and PS Form 3971 once returned to you and ask to see a shop steward.

Did the employee request Administrative Leave and explain the reason they were unable to report to work at the time of request?

When the employee reports for duty the next day they should have filled out a PS 3971 requesting Administrative Leave. It is permissible to note in the Remarks that if Administrative leave is denied they would like Annual or LWOP.

Please note 519.216 below. If they only request AL, LWOP or SL they WILL NOT be entitled to Administrative Leave after the fact.

If the Administrative Leave is denied they should request to see a steward and file a grievance. They should write an individual statement as to why they were unable to report for duty. Remember to explain the "reasonable diligence" they exercised in trying to report to work. (Include on the Checklist)

### Example:

To whom it may concern;

I, Bob Johnson, live at 1 Main St, Anytown, CT 06400. My tour begins at 3pm and when I went to attempt to go to work my street had not yet been plowed by the town and there was approximately 12 inches of snow on the street. The snow was higher than the underneath of my vehicle.

I called and requested Administrative leave at 2:30pm, before my shift began. I advised my manager that I would continue checking the street for plows to come through and see if I could report later. The plows did not come by my house before 10pm at which time I went to bed.

Signed - Bob Johnson

519.216 Employees on Annual Leave, Sick Leave, or LWOP

Employees on annual leave, sick leave, or LWOP remain in such status. They are not entitled to administrative leave.

(All citations are from the ELM)

#### **519.211 General**

Acts of God involve community disasters such as fire, flood, or storms. The disaster situation must be general rather than personal in scope and impact. It must prevent groups of employees from working or reporting to work.

#### **519.213 Determining the Cause of Absence**

Postmasters and other appropriate postal officials determine whether absences from duty allegedly due to "acts of God" were, in fact, due to such cause or whether the employee or employees in question could, with reasonable diligence, have reported for duty.

#### **519.214 Early Dismissal Due to Acts of God**

When employees are dismissed from duty before the normal completion of their duty due to an act of God, the following applies:

- a. Full-time employees are entitled to credit for hours worked plus enough administrative leave to complete their tour of duty. This combination of work and leave is not to exceed 8 hours in any one day.
- b. Part-time regular employees are entitled to credit for hours worked plus enough administrative leave to complete their scheduled hours of duty. This combination of work and leave is not to exceed 8 hours in any one day.
- c. Part-time flexible employees are entitled to credit for hours worked plus enough administrative leave to complete their scheduled tour. The combination of straight time worked and administrative leave may not exceed 8 hours in a service day. If there is a question as to the scheduled workhours, the part-time flexible employee is entitled to the greater of the following:
  - (1) The number of hours the part-time flexible worked on the same service day in the previous service week.
  - (2) The number of hours the part-time flexible was scheduled to work.
  - (3) The guaranteed hours as provided in the applicable national Agreement.

#### **519.215 Employees Prevented From Reporting**

Employees scheduled to report who are prevented from reporting or, who after reporting, are prevented from working by an act of God may be excused as follows:

- a. Full-time and part-time regular employees receive administrative leave to cover their scheduled tour of duty not to exceed 8 hours.
- b. Part-time flexible employees receive administrative leave, subject to the 8-hour limitation, for their scheduled workhours, as provided in 519.214c.

## Charlotte Area Local, 375 - Administrative Leave Checklist

Employee Name: \_\_\_\_\_ EIN#: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone #: \_\_\_\_\_

Pay Location: \_\_\_\_\_ Work Hours: \_\_\_\_\_ Postal Facility: \_\_\_\_\_

Date (s) of Storm: \_\_\_\_\_

Date (s) and Hours of Leave Requested: \_\_\_\_\_

How much time does it regularly take you to get to work? \_\_\_\_\_

Did you attempt to report to work? \_\_\_\_\_

What time did you attempt to report to work on the day(s) in question? \_\_\_\_\_

Explain the weather conditions at your home when you attempted to report to work.

\_\_\_\_\_  
\_\_\_\_\_

Describe, in DETAIL, what effort(s) you made to report to work and the route(s) you attempted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe in DETAIL, what were the weather and road conditions when you attempted to report to work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where there any roads, highways or bridges closed on the day (s) in question? \_\_\_\_\_

Was it declared a state of emergency on the City, County or State in which live on the day (s) in question? Yes \_\_\_\_\_ No \_\_\_\_\_

## **Administrative Leave Checklist, Page 2**

Provide any additional comments regarding your attempts to report to work, weather and road conditions, public warnings regarding travel and news media considered:

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I do hereby state that all of the above is the truth.

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Signature

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Date

Note: Make sure to attach your PS Form 3971 requesting Administrative Leave and any other relevant information.