



## Group Dismissals due to Extreme Weather/Hurricanes

### Weather and Safety Leave

- It is within the installation commander's authority to close all or part of an activity and to grant weather and safety leave to non-emergency employees based on extreme weather or other safety related conditions that prevent employees from safely traveling to or performing work at an approved location.
- Supervisors are **not** authorized to approve administrative leave for weather and safety unless and until the installation commander has closed all or part of an activity and authorized the granting of weather and safety leave.
- Employees covered by approved telework agreements who are not prevented from working safely at an approved telework site are **not** eligible for weather and safety leave.
- Weather and Safety Leave must be accurately recorded in the applicable timekeeping system. In ATAAPS, it would be coded as "LN" with the subcode of "PS". See attached.

### Financial Allowances and Reimbursement

- In the absence of a mandatory evacuation ordered by the installation commander, the government will not pay allowances or reimburse expenses.
- A local civil evacuation order cannot be used to support evacuation allowance eligibility.
- To be reimbursed, employees must evacuate beyond the minimum distance annotated on the evacuation orders.

### Returning to Work

- Someone in the employees' chain of command will contact the employee when it is time to return home & work.
- Employees should keep in touch with their supervisor during an evacuation to make sure they receive the most current information.
- If employees have internet access, they most likely will be able to obtain information and/or instructions from the installation website or social media pages concerning when to return.

### Emergency Situations Occurring During the Workday

- When an activity suspends operations, to the extent practical:
  - All non-emergency employees on duty at the affected worksite should be granted weather and safety leave.
  - Employees on pre-approved leave, other accrued time-off, or any other non-pay status for the entire workday, or employees who have requested unscheduled leave before an early departure status is announced, should remain in their current status for the entire workday or remainder of the workday, as applicable, and are not eligible for weather and safety leave.
  - Telework employees must continue to telework.
- When an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal:
  - With supervisory approval, annual leave, credit hours, compensatory time earned, or LWOP may be charged, as appropriate, for the remainder of the workday.
  - The employee is not eligible for weather and safety leave in this situation.
- Telework program participants working in the office when an early departure is announced:
  - May receive weather and safety leave only for the time required to commute home.
  - Must complete the remaining time (if any) in their workday by either teleworking or taking leave (paid or unpaid) once they arrive home.
- When an employee was scheduled to return from leave during the dismissal period:
  - The employee should remain on leave until the time he or she was scheduled to return from leave and then should either telework, if eligible, or be granted weather and safety leave for the remainder of the workday.
- Non-emergency employees who were not scheduled to work on the day of the emergency because of pre-approved paid leave, should generally remain on that leave if the affected installation is closed.

### References

- DoDI\_DAFI 36-152, 6 April 2023, Hours of Work and Holiday Observances
- Handbook on Pay & Leave Benefits for Federal Employees Affected by Severe Weather Conditions...
- Joint Travel Regulation



## Evacuation Entitlements

**Employees are ONLY entitled to entitlements IF a Mandatory Evacuation is ordered by the installation commander.**

### Mileage

- Payable at a rate of \$0.67 per mile per vehicle as of 1 Jan 2024.
- Multiple POVs are authorized, 1 per licensed driver in the family.
- Reminders:
  - Employees cannot be required to evacuate, but they must leave the base. Non-Mission Critical personnel are placed on administrative leave (ATAAPS coded as "LN" with subcode of "PS").
  - Employees must meet the safe haven requirements in order to receive any entitlements.
  - The authorized safe haven range is typically in the evacuation order.
  - Accountability is to be reported in AFPAAS at the arrival to safe haven location, i.e., the member is required to update their personal status to "Evacuated/Displaced."

### Meals and Incidental Expenses (M&IE)

- Reimbursed based on rate at the safe haven location.
- 75% of rate will be paid on first and last date of travel regardless of departure time.
- If location is not listed in per diem tables, standard rate will be \$59 for FY24.
- Dependents age 12 and over receive 100% of member's rate.
- Dependents under 12 receive 50% of member's rate.

### Lodging

- Reimbursement is based on rate at the safe haven location.
- If expense is not listed in per diem tables, Standard Rate is \$107 for FY24.
- Actual Expense Allowance (AEA) is not authorized.
- Maximum lodging is equal to combined max lodging of all travelers.
- Hotel tax is a reimbursable expense in addition to max lodging rate.

### Expenses Reimbursed

- Use of Government Travel Card (GTC) is Authorized.
- Advances are available only for members without a GTC.
- Lodging not to exceed rate for safe haven area.
- Lodging taxes.
- ATM Fees (GTC only).
- Official Phone Calls (must be approved by approving official).

### Expenses NOT Reimbursed

- Lodging while staying with friends or relatives.
- Pet related expenses (boarding, kennels, transport).
- Home preparation expenses.
- Automobile expenses (fuel, repair, maintenance, etc.) (covered by M&IE).
- Grocery expenses (Covered by per diem).
- Non-Official Calls.
- ATM fees for personal use.
- Local Mileage.

### Post Evacuation

- **The installation commander will terminate evacuation.**
- Employees must contact their chain of command prior to leaving safe haven.
- Units need to contact their employees with return NLT date and time.
- Dates, times, and locations for group processing of travel vouchers will likely be set up and announced in Battlestaff Directives.
- All Civilians and members with dependents will file their vouchers on paper with finance.

### Resources

- AFPAAS Accountability: <https://afpaas.af.mil>
- ISOCPTS: [ISOCPTS.FMF.CustomerService@us.af.mil](mailto:ISOCPTS.FMF.CustomerService@us.af.mil)



# ATAAPS – ADMIN LEAVE (Weather and Safety)

- As with other leave statuses, you must enter a leave request for LN in addition to entering it onto your time card

ATAAPS Menu			Notifications 
<b>Timekeeping</b>	<b>Administration</b>	<b>Accounting</b>	<b>Utilities</b>
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Op Code	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Work Center	Change UIC - FMD5
Default Labor	Team Management		Reports
<b>Leave Request</b>	Employee Reopen		Change Password
Premium Request	Database		
	Leave/Premium Request Approval - 0		

- Log into ATAAPS as you typically would
- Click Leave Request



# ATAAPS – ADMIN LEAVE (Weather and Safety)

**New Leave Request**

Status: Not Submitted

Type Hours\*: LN - Administrative ▼

From Date\*: 03/25/2020

From Time\*: 06 ▼ 30 ▼

To Date\*: 03/26/2020

To Time\*: 16 ▼ 00 ▼

Total Hours\*: Hours 18 Minutes 00 ▼

Purpose\*: **Select Purpose**

Other: BA - Term Negotiations  
BB - Mid-Term Negotiations  
BD - Labor Management Relations  
BK - Grievance and Appeals  
PH - Preventative Health  
PF - Physical Fitness  
PS - Weather and Safety Leave  
Other

FMLA:

Remarks:

- Select LN – Administrative for the type of hour
- Enter the From Date and Time as well as the To Date and time with the number of hours
- Select “PS” - Weather and Safety Leave for the Purpose
- Certify and submit as you normally would



# ATAAPS – ADMIN LEAVE (Weather and Safety)

- Now it's time to enter it into your time card

Employee Hours				March	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
		Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>		40118287	DEFAULT		RG			9.00	9.00	9.00	9.00			9.00	9.00	9.00	9.00	8.00		80.00
Scheduled Hours						0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00
Reported to Scheduled Hours						0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00
<input type="button" value="Save"/> <input type="button" value="DeleteRow"/> <input type="button" value="CopyRow"/> <input type="button" value="NtDiff/Haz/Oth"/> <input type="button" value="InsertRow"/> <input type="button" value="Refresh"/> <input type="button" value="Summary"/> <input type="button" value="Create LU"/>																				

- Log into ATAAPS and begin to enter your time as you typically would
- Click Insert Row

Employee Hours				March	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
		Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>		40118287	DEFAULT		RG			9.00		9.00	9.00			9.00	9.00	9.00	9.00	8.00		71.00
<input type="checkbox"/>		40118287	DEFAULT		LN				9.00											0.00
Scheduled Hours						0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00
Reported to Scheduled Hours						0.00	0.00	9.00	0.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	71.00
<input type="button" value="Save"/> <input type="button" value="DeleteRow"/> <input type="button" value="CopyRow"/> <input type="button" value="NtDiff/Haz/Oth"/> <input type="button" value="InsertRow"/> <input type="button" value="Refresh"/> <input type="button" value="Summary"/> <input type="button" value="Create LU"/>																				

- Type Hr = LN (Admin Leave) (Weather and Safety Leave is a subcategory of LN)
- Enter applicable LN hours
- Click NtDiff/Haz/Oth button





# ATAAPS – ADMIN LEAVE (Weather and Safety)

Employee Hours							March	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Total
		Cost Center	Job Order	Act Type	Type Hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="checkbox"/>		40118287	DEFAULT		RG				9.00		9.00				9.00	9.00	9.00	9.00	8.00		62.00	
Sub Acct																					0.00	
User Data									Add		Add				Add	Add	Add	Add	Add			
FLSA									Add		Add				Add	Add	Add	Add	Add			
<input type="checkbox"/>		40118287	DEFAULT		LN					9.00		9.00									18.00	
Sub Acct																					0.00	
User Data										Add		Add										
FLSA										Add		Add										
Scheduled Hours							0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00	
Reported to Scheduled Hours							0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00	

- Click “Add” on any Admin Leave day



# ATAAPS – ADMIN LEAVE (Weather and Safety)

**Employee Information**

**Employee:** SUTCLIFFE, NICOLE C  
**Date:** 3/18/2020  
**Job Order:** DEFAULT  
**OP Code:**  
**Type Hours:** Admin

**Reason:**

BK	Grievance and Appeals
PF	Physical Fitness
PH	Preventative Health
PS	Weather and Safety Leave

March	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								

- Scroll to find “PS Weather and Safety Leave”
- Select all applicable days
- Click Reason



- Save and concur as normal

## To REMOVE Admin Leave

- Click on PS
- Ensure the correct day(s) are checked
- Click Remove button