

Aug 29, 2017

Granting Administrative Leave to Employees Affected by Hurricane Harvey

After the OPM [CHCOC memo regarding HR Flexibilities available for employees affected by Hurricane Harvey](#) was sent out yesterday, we were asked by several bureaus for DOI specific information on granting administrative leave.

DOI Bureaus/Offices may grant administrative leave to employees affected by Hurricane Harvey. Administrative leave should be granted to employees who are prevented from traveling to or safely performing work due to the events surrounding the storm. Any administrative leave granted for this purpose should be recorded using the pay code 061 – Administrative Leave – Weather.

Section 4 of Personnel Bulletin (PB) [12-07](#), “Excused Absence during Inclement Weather or other Emergency Situations,” establishes the delegation of authority for granting administrative leave during an emergency situation, stating:

4. The authority to excuse employees from duty without loss of pay or charge to leave in the case of reemergency situations is delegated as follows

- A. Authority to grant excused absence up to 30 days in response to emergency situations is granted to the local level with bureau/office concurrence; and
- B. Authority to grant excused absence of over 30 days in response to emergency situations is granted to bureau/office heads, with concurrence of the DOI Chief Human Capital Officer.

When there are several Department of the Interior offices housed together and affected by the same emergency, they should coordinate their plans and act in unison as far as it is feasible. DOI Bureaus/Offices need to follow and coordinate closures with local Federal Executive Boards.

The Director of the DOI Office of Human Resources must be apprised when excused absences in excess of 3 days, closure of facilities or evacuation is likely to occur at these locations.

Note: Due to pending Government-wide regulations regarding administrative leave, PB 12-07 will be updated and revised by March 2018. However, the provisions above are currently still in effect.