



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

WAGE AND INVESTMENT DIVISION

November 2, 2005

MEMORANDUM FOR ALL EMPLOYEES
CINCINNATI INTERNAL REVENUE SERVICE
CENTER CAMPUS/AREA SUPPORT

FROM: R. Lawrence Heller
Site Coordinator SE:S:CAS:SP:C:SC
Cincinnati Submission Processing Center

SUBJECT: Inclement Weather

The purpose of this memorandum is to address how the Cincinnati Internal Revenue Service Center Campus handles inclement weather situations.

Employees should make reasonable efforts to report to work at their normal time during inclement weather when the office remains open. In the rare instances the office is closed due to emergency conditions, information will be conveyed on the Nationwide Emergency Information Hotline (NEIH) (866-7HELP4U or 866-743-5748) and SureLine (859-669-7873 or 859-669-SURE). This information will be available to our deaf/hard of hearing employees via the Federal Relay Service for the NEIH at 1-800-877-8339 and the TDD for SureLine (859-669-5002). Employees may also watch or listen to their local media for the same information. When the office is closed because of emergency conditions, personnel critical to essential operations are required to report to work. (Designated employees are aware of their "critical" status.)

Employees should not rely solely on reports in the news media describing weather conditions in terms such as "emergency," "severe," or "hazardous" in determining whether it is possible to come to work. If the office is open, employees must make reasonable efforts to come to work.

We want employees to be safe while commuting to work. If the weather is severe and you cannot drive or take public transportation safely to work, you have the option to use the liberal leave policy WHEN IT IS ANNOUNCED on SureLine and/or NEIH.

Sometimes during severe weather conditions, employees are delayed in their effort and request administrative leave to cover the time they miss. There may also be situations where, because of inclement weather conditions, an employee, notwithstanding his or her reasonable efforts, is prevented from arriving at the work site. Employees in this latter situation may also request administrative leave. Requests for administrative leave are submitted on a Form 10837, Request for Administrative Leave. Team Leaders have

the authority to approve requests up to 1-hour duration. All requests that are in excess of 1 hour are referred to a committee composed of both management and union representatives. The committee operates under the following guidelines:

1. Employees must make a reasonable effort to get to work. Simply listening to radio and television reports will be insufficient. Employees must take action and demonstrate efforts made in attempting to reach work in order to receive administrative leave.
2. When employees have advance warning of a storm, they should take normal and reasonable steps to ensure they arrive at work on time. For example, employees should shovel accumulated snow ahead of time [or make arrangements to have someone shovel the snow if they have physical limitations which prevent them from shoveling](#), and they should leave for work earlier than their normal departure time when it appears their commute will be delayed by bad weather conditions.
3. Employees should investigate and, if possible, secure alternative means of transportation if their normal mode of transportation is unavailable. Employees should research pickup points of transportation and schedules for local mass transit alternatives such as buses.
4. If weather conditions pose no risk to the health of the employees, it is reasonable to expect employees to walk some distance in order to utilize mass transit or secure rides with fellow employees.
5. Only in the most extraordinary cases of inclement weather would we envision a situation where employees would be granted more than 2 hours of administrative leave.
6. The documentation provided by the employee as part of the Form 10837, or as an attachment, is due within 2 workdays after returning to duty. This documentation must be clear and concise. For example:
 - a. Specific description of efforts and time started to prepare for travel to work; e.g., shoveling snow from driveway.
 - b. The time the employee began his/her efforts to get to work and actual arrival time, or the time the employee ceased making an effort to arrive at the workplace. [The employee should also indicate the number of attempts made to come to work.](#)
 - c. A detailed description of normal travel routes and means of transportation.
 - d. A detailed description of difficulties encountered during travel to the work site.

- e. A detailed description of what prevented the employee from using his/her normal travel route. If an employee states streets or highways were closed, he/she must include the portion of road closed and the time period, for example: Between Main and Elm from 2:30 a.m. - 7:30 a.m. on December 31, 2005. Employees should also indicate if there was a snow emergency declared and provide supporting documentation. The documentation should include the level of the emergency, the specific area for the emergency and the time it was declared.
- f. An indication of the efforts the employee made to secure alternative means of transportation.
- g. Physical disability of the employee, if any.

Management certainly understands severe weather conditions may impede an employee's ability to arrive at work on time. We also recognize employees who come to work in the face of inclement weather display a commitment and professionalism we sincerely appreciate. Additionally, we understand and support the decision of employees who, under a liberal leave situation, choose to use their annual leave or other appropriate leave rather than come to work. Finally, those employees who cannot make it to work in spite of reasonable efforts, or arrive late because of inclement weather, must formally document their efforts so the committee can fairly and equitably review their requests for administrative leave. The appropriate OFP code to use for any amount of time taken for inclement weather is 990-59511. This includes the first 59 minutes a manager may approve and/or any subsequent time approved by the Inclement Weather Committee.

For additional information, you may refer to Article 36, Section 3, of the National Agreement, Internal Revenue Service and National Treasury Employees Union.

cc: Service Center Council