

STATE OF WISCONSIN  
DEPARTMENT OF MILITARY AFFAIRS  
Office of The Adjutant General  
Post Office Box 8111  
Madison, Wisconsin 53708-8111

Human Resources  
Regulation No. 610-1

29 November 1999

GROUP DISMISSAL  
ABSENCES - EMERGENCY SITUATIONS

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**Annex B - Closing and Notification Procedures for DMA , Madison Area**

1. REFERENCES:

- a. 5 CFR, Ch 1, part 610, subpart c; 610.301-306.
- b. AR 600-8-10.

2. POLICY:

a. **Normally, when weather conditions are considered hazardous, the installations will remain operational. Employees will use common sense and extreme caution in traveling to work or home. Should the weather become so severe that closing installations becomes necessary, follow the provisions contained in paragraphs 3 and 4 below.**

b. The Adjutant General of Wisconsin has the authority to close Wisconsin National Guard activities and installations for short periods of time **should** normal operations **be** prevented or interrupted by events beyond the control of management or employees, or for managerial reasons. This authority may be appropriately delegated. (See paragraph 3) The resultant absence of employees in such situations is an excused absence administratively authorized without loss of pay and without charge to accrued leave. The release of regular employees because of such interruptions to normal operations shall be confined to emergency situations such as extreme weather conditions, natural disaster, breakdown of essential services, such as heating systems or lapsed appropriations. Employees in the same immediate geographical area who are similarly affected are expected to receive similar treatment on these occasions. Dismissal time, when effective, will be set so that it affects all Federal employees in the area at the same time.

c. Dismissal or release of State employees is governed by State statutes **and negotiated agreements** and is not affected by the provisions of this regulation. Managers responsible for supervision of State employees must request guidance from The Adjutant General's Office (DMA State Human Resources Director at 608-242-3163) based on the circumstances. Generally State offices may **be closed to the public** due to inclement weather, but they **will not be closed to employees unless specifically ordered by the Governor**. When offices are closed to the public, employees will be allowed to leave early or not report to work as provided for under their respective labor agreements or personnel rules. Generally, employees must work, use paid leave time (excluding sick leave), make arrangements with their supervisor to make up the lost time (normally, must be within the same work week as when the time was lost), or use leave without pay (subject to Federal Fair Labor Standards Act).

d. If the Governor **closes state offices to the public and employees**, it will be clearly stated in the Governor's order and any press release. In such cases, employees would be compensated at their regular pay rate for lost work time. Employees who had previously scheduled the day or time off are not affected by the Governor's order.

e. If offices are closed in the middle of the work day, whether to the public or to the public and employees, the Department of Employment Relations will notify DMA management who will, in turn, notify employees.

### 3. AUTHORITY TO CLOSE ACTIVITIES AND EXCUSE GROUP ABSENCE:

a. The following individuals are delegated authority to close activities and excuse group absence for Federal employees only (includes all Title V Technicians, Title 10 and Title 32, AGR/Active Guard and Reserve) as discussed above, for the area or activity shown:

(1) Adjutant General of Wisconsin (for all Federal employees **of the Department of Military Affairs** in the City of Madison to include OMS #9, AASF #2, **Truax Field** and the Facility Manager at the Wright Street Armory). Chief of Staff will call to notify the above technicians upon the decision to dismiss. **Further**, the Facility Manager at

(2) The Wright Street Armory (AO, 32d Inf Bde) will notify the 13th Health and Dental Unit, the 64th Troop Command and the AO/OIC, 132d Spt Bn (Bldg 904). **Specific notification procedures are contained in Annex B.**

(3) USPFO for Wisconsin (for all Federal employees at Camp Williams and Volk Field to include the 128th ACS). **The USPFO will notify the Human Resources Officer of any closing at Camp Williams and or Volk Field as required by paragraph 6b.**

(4) MATES Supervisor. (Inter-coordination with Commanding Officer, Fort McCoy, is required to ensure that group dismissal applies equally to all Federal employees. The Surface Maintenance Manager will be notified of the closing as soon as possible. Supervisor of MATES will contact the Administrative Officer of Wisconsin Military Academy and advise him or her of the decision and closing time.) **The MATES Supervisor will notify the Human Resources Officer as required by paragraph 6b.**

(5) Automotive Worker Supervisors (AWS) for all Organizational Maintenance Shops will notify the Maintenance Manager of the shop closing as soon as possible. **In locations were armories and Organizational Maintenance shops are co-located, the SSS or Readiness NCO and shop chief will coordinate any actions. The Maintenance Manager will in turn notify the Surface Maintenance Manager, who will then notify the Human Resources Officer as required by paragraph 6b.**

(6) AASF #1 Commander (for all Federal employees at **the Army Aviation Flight Facility, West Bend.**) **The AASF Commander will notify the State Aviation officer who will in turn notify the Human Resources Officer as required by paragraph 6b.**

(7) Base Commander, Mitchell Field (all Federal employees at Mitchell Field ANG Base). **The Base Commander will notify the Human Resources Officer as required by paragraph 6b.**

(8) Administrative Officer/Officer in Charge of 57th Field Artillery Brigade (all federal employees at the Richards Street, OMS #3, Oak Creek Armories (Company C (MED), 132d Spt Bn, will notify the OIC/AO 132d Spt Bn of the dismissal.) **Administrative Officer/Officer in Charge will notify the Human Resources Officer as required by paragraph 6b.**

(9) Each Command or Administrative Officer. Except as noted above, in those cases where there are employees under the supervision of different Administrative Officers located in the same city, the Administrative Officer supervising the largest number of employees in that city will make the determination on closing the facilities. **Administrative Officer/Officer in Charge will notify the Human Resources Officer as required by paragraph 6b.**

(10) Due to geographical distances between units and considering that conditions may vary greatly within larger areas, The Senior Full Time Unit Support individual ( Support Services Specialist or Readiness NCO) will contact the responsible supervisor, explain the condition, and request instructions. **In locations were armories and Organizational Maintenance shops are co-located, the SSS or Readiness NCO and shop chief will coordinate any actions. Administrative Officer/Officer in Charge will in turn notify the Human Resources Officer as required by paragraph 6b.**

b. Closure and Excused Absence During Hazardous Weather. Severe snow or icing conditions on streets and highways can lead to traffic congestion and unusual danger to health and safety. When such conditions occur, the individual designated above will decide whether or not closure of activities and **granting employees excused absence is warranted.**

c. **Absence During Hot Weather.** Absence due to excessive heat is a special case. In most work areas of the Wisconsin National Guard such absence should be very unusual. Very rarely will group excused absence be justified on the basis of hot weather. Individuals who suffer from heat and who feel that their health is endangered will consult with their supervisor who may, if circumstances warrant, grant the employee sick or annual leave, as appropriate. Supervisors will be alert for individuals who might be affected by the heat and will take special precautions with them on days of extreme heat.

d. **Closure of Activities and Excused Group Absence During Breakdown of Essential Services.** Such circumstances will be handled in the same manner as disruptions due to hazardous weather conditions.

4. **DUTY STATUS DETERMINATIONS:** When emergencies occur before or during the workday, the individuals designated in paragraph 3 above will follow the guidelines below in determining the duty status of employees:

a. **Emergency Situations Occurring BEFORE Start of the Workday.**

IF THE AGENCY DECISION IS :	THEN
Remain open at the start of workday with employees expected to report for work on time.	Grant annual leave, LWOP, accrued compensatory time, or excuse reasonable tardiness for employees who experience commuting delays; AND  If employees might be prevented from reporting to work or if they believe that they might not be able to return home if they do come to work, annual leave, accrued compensatory time, or LWOP may be granted without prior approval. AGRs will be granted Pass or Leave.
Close all or part of agency before the start of the workday and remain closed throughout it.	Excused absences without charge to leave for all employees affected whether or not leave was previously approved. (Leave cannot be charged for non-workdays even if previously approved.). AGRs will be placed on Pass; AND  Continue current status of employees on LWOP pending disability retirement or while in receipt of Workers'

Compensation, on military leave, on suspension, or in a non-pay status the workday before and after the closure. AGR continued on Leave before and after closure.

b. Emergency Situations Occurring DURING the Workday.

IF AGENCY DECISION IS:	THEN:
Continue operations with employees expected to complete the day's tour.	Agencies may grant annual leave, Accrued compensatory time, or LWOP to employees who request it. AGRs may be granted pass.
Suspend operations as much as possible	Excuse absences without charge to leave for all employees on duty at the time of dismissal even if employee was scheduled to take leave later in the day; AGRs may be granted pass; AND  Grant annual leave, accrued compensatory time, excused absence, or LWOP to avoid hardship to employees who leave after official notice of dismissal, but before official departure time for the period remaining until official departure time;
<b>AND</b> Suspend operations as much as possible	Grant annual leave, accrued compensatory time or LWOP, or charge AWOL (if appropriate) to employees who leave before official notice of dismissal for the period remaining until end of regular workday; AND

For employees scheduled to return from leave during the dismissal period, grant excused absence from the time scheduled to return to duty in the same manner as absences of employees on duty when dismissed. Charge appropriate leave until scheduled return; AND

For employees scheduled to report for work before the dismissal, but who do not report, charge leave or AWOL (if appropriate) for the entire workday. (Make exceptions only in unusual situations.)

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5. **SPECIAL OPERATIONS**: The officials designated in paragraph 3 have the authority to exempt **special** operations from closures of agency activities and exempt those performing **special** functions from excused group absences. The decision as to what constitutes **special** operations and which employees are required for this purpose will be made in advance and employees affected will be notified. A list of **special functions** will be developed upon receipt of this HRR and maintained on a current basis.

6. **NOTIFICATIONS**:

a. Employees are responsible for contacting their supervisor for instructions to be followed in the event of potential closing of all or part of the activity. Conversely, supervisors must inform their employees of their home telephone numbers on a current basis.

b. If it is necessary to close all or part of the agency before or during the workday the individuals designated in paragraph 3 above will first make an immediate telephonic report to the Human Resources Office (HRO) to furnish the information required in Annex A and to receive guidance for issue to employees relative to agency closing, excused absence, leave status, etc. Thereafter they will furnish the written report to the HRO as provided in Annex A. The Human Resources Officer will coordinate with the Army National Guard Chief of Staff and with the Air National Guard Executive Support Staff Officer ESSO.

29 November 1999

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Users of this regulation are invited to send comments and suggested improvements on DA Form 2496 to The Adjutant General, DMA WI, ATTN: Wisconsin, ATTN: WING-HR, MADISON, WI 53708-8111

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ANNEX A

REPORT OF DISMISSAL DURING EMERGENCY CONDITIONS

Immediate telephonic report will be made to The Adjutant General of Wisconsin, ATTN: WING-HR, followed within 5 working days by a written report by the responsible individual.

- 1. Name of Facility(s) Closed: \_\_\_\_\_.
- 2. Time Closing Effected: \_\_\_\_\_.
- 3. Reason for Closing: \_\_\_\_\_.
- 4. Coordinated with (List by Name and Title): \_\_\_\_\_
  - a. No. of Employees on Rolls (Employed) This Date: \_\_\_\_\_.
  - b. No. of Employees Given "Excused Absence" This Date: \_\_\_\_\_.
  - c. No. of Employees Not in "Excused Absence" Status: \_\_\_\_\_
    - (1) No. of Employees in Annual Leave Status: \_\_\_\_\_.
    - (2) No. of Employees in Sick Leave Status: \_\_\_\_\_.
    - (3) No. of Employees in Compensatory Leave Status: \_\_\_\_\_.
    - (4) No. of Employees in LWOP Status: \_\_\_\_\_.
    - (5) No. of Employees in Absence Without Leave Status: \_\_\_\_\_.
    - (6) No. of Employees in TDY Status: \_\_\_\_\_.
    - (7) No. of Employees Required to Remain at Work to Maintain Special Operations: \_\_\_\_\_.
    - (8) Other (Explain Status): \_\_\_\_\_

NOTE: Total of Lines b and c must equal Line a.  
Total of Lines c(1) through c(8) must equal Line c.

ANNEX B

CLOSING AND NOTIFICATION PROCEDURE  
TAG DMA AND MADISON AREA DMA FACILITIES

1. POLICY: For TAG DMA Headquarters and Madison Area DMA Facilities the following policy general policy applies:

a. When conditions are considered hazardous, the facilities will remain operational. Employees will use common sense and extreme caution in traveling to work. Leave status will be IAW paragraph 4 of this regulation.

b. When conditions are so severe overnight that closing the facility is directed and necessary, The Adjutant General will make notification using local Madison radio and television stations. If it becomes necessary during the workday and once notified by the TAG, announcements will be made and facilities will be called by the Army Chief of Staff and the Air Executive Support Staff Officer (ESSO).

2. RESPONSIBILITIES: Coordination and early planning are essential.

a. The Executive Assistant will maintain a current roster for the Adjutant General of critical names and telephone numbers in the event that facility closures become necessary.

b. The Public Affairs Officer will maintain a current list of Madison area radio and television news department telephone numbers. This list will be provided to the Human Resources Officer, The Army Chief of Staff, the Air Executive Support Staff Officer (ESSO) and to the Executive Service Branch. The Public Affairs Officer will contact the Madison area radio and television news departments once directed by the Adjutant General. Correct wording and types of employees effected need to be coordinated in advance.

