



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

OCT 19 2020

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP (SEE DISTRIBUTION)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Continued Use of Weather and Safety Leave During the Coronavirus Disease 2019
Pandemic

Reference: Under Secretary of Defense for Personnel and Readiness Memorandum, "Civilian
Duty Status and Use of Weather and Safety Leave during COVID-19 Pandemic,"
March 30, 2020

As the coronavirus disease 2019 (COVID-19) pandemic continues to present a risk to the DoD workforce, balancing mission readiness and the safety of DoD employees remains a top priority. This memorandum provides supplemental guidance to the reference, and directions for DoD Components to develop plans to mitigate risk to the mission and safety of the workforce.

The continued need to grant weather and safety leave has diminished as DoD has made investments in technology and fully utilized human resources flexibilities. Supervisors should discuss plans to return to the workplace with employees who are on weather and safety leave or who are teleworking to some extent but who are not performing fully the essential functions of their positions. These discussions should include inquiring whether the employee needs any flexibilities or reasonable accommodations to return to the workplace. Should an employee request a flexibility or accommodation because of a medical condition, the supervisor needs to follow the reasonable accommodation process under section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 ("Rehabilitation Act").

In the limited instances where these tools are not practicable or deemed effective, DoD Components may, but are not required to, continue to provide weather and safety leave. DoD Components may require medical documentation in support of weather and safety leave to the extent consistent with the Rehabilitation Act, which prohibits seeking documentation for conditions that are obvious or already known. The use of weather and safety leave for child or dependent care remains prohibited.

DoD Components will provide an assessment of their use of weather and safety leave for appropriated and non-appropriated fund workforces to my point of contact below by October 26, 2020. Using the attached spreadsheet as a template, this assessment should use payroll data as a starting point to identify the extent of weather and safety leave use, excluding any use of weather and safety leave unrelated to COVID-19.

The second attachment to this memorandum updates the matrix included in the reference to incorporate additional leave categories authorized under the Families First Coronavirus Response Act.

Should you have any questions, my point of contact is Mr. Allen Brooks, Technical Director, Defense Civilian Personnel Advisory Service, who may be reached at allen.r.brooks2.civ@mail.mil or (571) 372-1540.



Matthew P. Donovan

Attachments:
As stated

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