NGNJ-HRO 13 April 2020

MEMORANDUM FOR RECORD

SUBJECT: Weather and Safety Leave Approval

1. **The J1-HRO is reducing the personnel required to be physically present at the workplace in response to the declared public health emergency for COVID-19.**

2. The personnel identified in the enclosed roster are to remain at their homes of record in a Weather and Safety Leave status during the period of **12 April 2020 through 25 April 2020.** These employees are not eligible for Telework, and shift work or other workforce management or scheduling options are insufficient to mitigate the safety risk posed by the spread of the COVID-19 pandemic. Their time and attendance will be coded as "LN", with a reason/environmental code of "PS," when they are in a weather and safety leave status.

3. While in a weather and safety leave status, the employees are subject to immediate recall and may be ordered to return to their regular work / duty locations permanently or periodically, to perform mission-critical work, throughout the aforesaid period. If / when ordered to return to their regular work / duty locations (whether temporarily or permanently) their time and attendance will be coded as "RG" for those periods in which they have performed their duties at their regular work / duty locations.

4. The reason(s) weather and safety leave is being granted to these employees, instead of using other workforce management / scheduling options follow(s):  **Employee is Telework ineligible and in a high risk age category.** The employee must remain in the commuting area and are subject to immediate recall to their assigned workplace at the discretion of the Weather and Safety Leave approval authority.

5. Weather and safety leave during a pandemic is intended to minimize exposure to illness. Therefore, the employee is restricted to their HOR or other mutually agreed upon location for the duration consistent with applicable public health guidance, and is required to avoid all unnecessary contact with the public and travel.

6. A copy of this memorandum and the enclosed roster will be maintained according to the requirements of the employee’s servicing comptroller for audit-readiness purposes. See the NJ National Guard COVID-19 Weather and Safety Leave Guidance / Instructions for specific record-keeping instructions.

7. The point of contact for this action is the undersigned at XXXXXXXXXXX

 LISA J. HOU, D.O.

 Colonel, MC, NJARNG

 The Adjutant General (Interium)