



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Civilian Duty Status and Use of Weather and Safety Leave During COVID-19
Pandemic

ACTION: Disseminate to all Department of Defense Human Resources Practitioners

REFERENCE(S): Under Secretary of Defense for Personnel and Readiness (USD(P&R))
Memorandum, "Civilian Duty Status and Use of Weather and Safety Leave during COVID-19
Pandemic," signed March 30, 2020

BACKGROUND/INTENT: The attached USD(P&R) Memorandum provides guidance on the appropriate use of weather and safety leave, and confirms that commanders and supervisors are authorized to grant weather and safety leave when civilian employees, who are not designated as emergency employees and are not telework participants, are prevented from safely traveling to or performing work at their worksite because of COVID-19. The matrix included in the Memorandum provides a quick reference guide for commanders and supervisors to determine the appropriate flexibilities available.

Additionally, the memorandum requires installation commanders and heads of activities to notify the Secretary of Defense, through the appropriate chain of command or supervision, of any decision to close a base, installation, or facility due to COVID-19.

Attachment(s):
As stated