



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

5 August 2020

MEMORANDUM FOR ALL TEAM WRIGHT-PATTERSON COMMANDERS/DIRECTORS

FROM: 88 ABW/CC

SUBJECT: Extension – Conditional Approval of Weather and Safety Leave

References: (a) DoDI 1035.01_AFI 36-816, 29 October 2018, *Civilian Telework Program*
(b) USD P&R Memorandum, March 30, 2020, *Civilian Duty Status and Use of Weather and Safety Leave during COVID-19 Pandemic*
(c) AF/A1 Memorandum, 3 April 2020, *Weather and Safety Leave during COVID-19 (Self-Certification Guidelines)*

1. I encourage supervisors to continue to maximize the utilization of telework in accordance with Reference a, b, and c to ensure mission needs are met and maintain the health and safety of Team Wright-Patt.
2. For employees not telework eligible, I hereby continue the approval of weather and safety (W&S) leave (ATAAPS Code: PS) for employees who meet the criteria identified in paragraph 1 of the attached Self-Certification for Weather and Safety Leave memorandum (Self-Certification *rev. 05 Aug 2020*). The risk factors identified in paragraph 1.c. of the attached Self-Certification is subject to continued updates.
3. Current completed Self-Certification that complies with the criteria identified in paragraph 1 of the attached Self-Certification does not require a new Self-Certification. Otherwise, when an employee informs his/her supervisor that he/she meets the criteria identified in the attached Self-Certification, the employee must provide a completed copy of the attached Self-Certification to his/her supervisor prior to taking W&S leave. The employee must also follow the requirements in the Self-Certification for providing medical documentation within 30 days of signing the Self-Certification. Due to changes in recognized risk factors, employees must reaccomplish Self-Certification as soon as possible if he/she no longer meets the criteria identified in the attached Self-Certification.
4. If an employee begins to exhibit symptoms of COVID-19 or becomes ill, he/she must inform his/her supervisor and the employee will be removed from W&S leave and placed on the appropriate type of leave applicable. Employees may use sick leave, annual leave, credit hours, comp time, etc. Employees may be eligible for the Voluntary Leave Transfer Program (VLTP) or Family Medical Leave Act (FMLA) in some circumstance.
5. This extension of conditional approval shall remain in effect for 60 days from the date of this memorandum and may be revoked by the 88 ABW/CC at any time.

Strength Through Support

6. Questions concerning W&S leave should be directed to the Civilian Personnel Office.

A handwritten signature in blue ink, appearing to read 'P. G. Miller', with a long horizontal flourish extending to the right.

PATRICK G. MILLER, Colonel, USAF
Commander

Attachment:

Self-Certification for Weather and Safety (W&S) Leave w/ 1 Atch (2 pgs)