



UNITED STATES MARINE CORPS
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Canc: Mar 2021

MCBHBul 12630
S-1/HRO
21 MAR 20

MARINE CORPS BASE HAWAII BULLETIN 12630

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: CIVILIAN LEAVE POLICY FOR CORONAVIRUS (COVID-19)

Ref: (a) HQMC MPC-40 email of 19 Mar 20
(b) DCPAS Messages 2020024
(c) DCPAS Messages 2020016
(d) ALNAV 025/20

Encl: (1) COVID-19 Leave Charts

1. Purpose. To provide leave policy for Marine Corps Base Hawaii civilian employees to address COVID-19.

2. Background. Guidance concerning COVID-19 is evolving. This Bulletin establishes leave guidance per the references. However, guidance will be continuously evaluated as conditions warrant.

3. Action

a. All supervisors will review the charts in enclosure (1) for approving the appropriate type of leave for employees related to COVID-19 cases.

b. It is highly recommended that civilian employees consider delaying travel outside the local area until after DoD travel restrictions are removed. Approval of civilian leave for personal travel is at the discretion of supervisors. Supervisors should take into account the 14-day self-quarantine requirement in reference (d) for employees returning from Centers for Disease Control and Prevention Travel Health Notices Level 2 and 3 foreign locations and its impact on section workload before approving all leave.

c. Points of contact for Non-appropriated Fund (NAF) employees is the NAF Human Resource Office (HRO) Director at (808) 254-7631 and for Appropriated Fund (APF) employees the APF HRO Director at (808) 257-1376.

4. Applicability. This Bulletin is applicable to Marine Corps Base Hawaii NAF and APF employees.

R. LIANEZ

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

2. WEATHER AND SAFETY LEAVE (GENERAL)¹

May be granted to employees* only if prevented from safely traveling to or safely performing work at a location approved by the agency due to:

A. Act of Nature

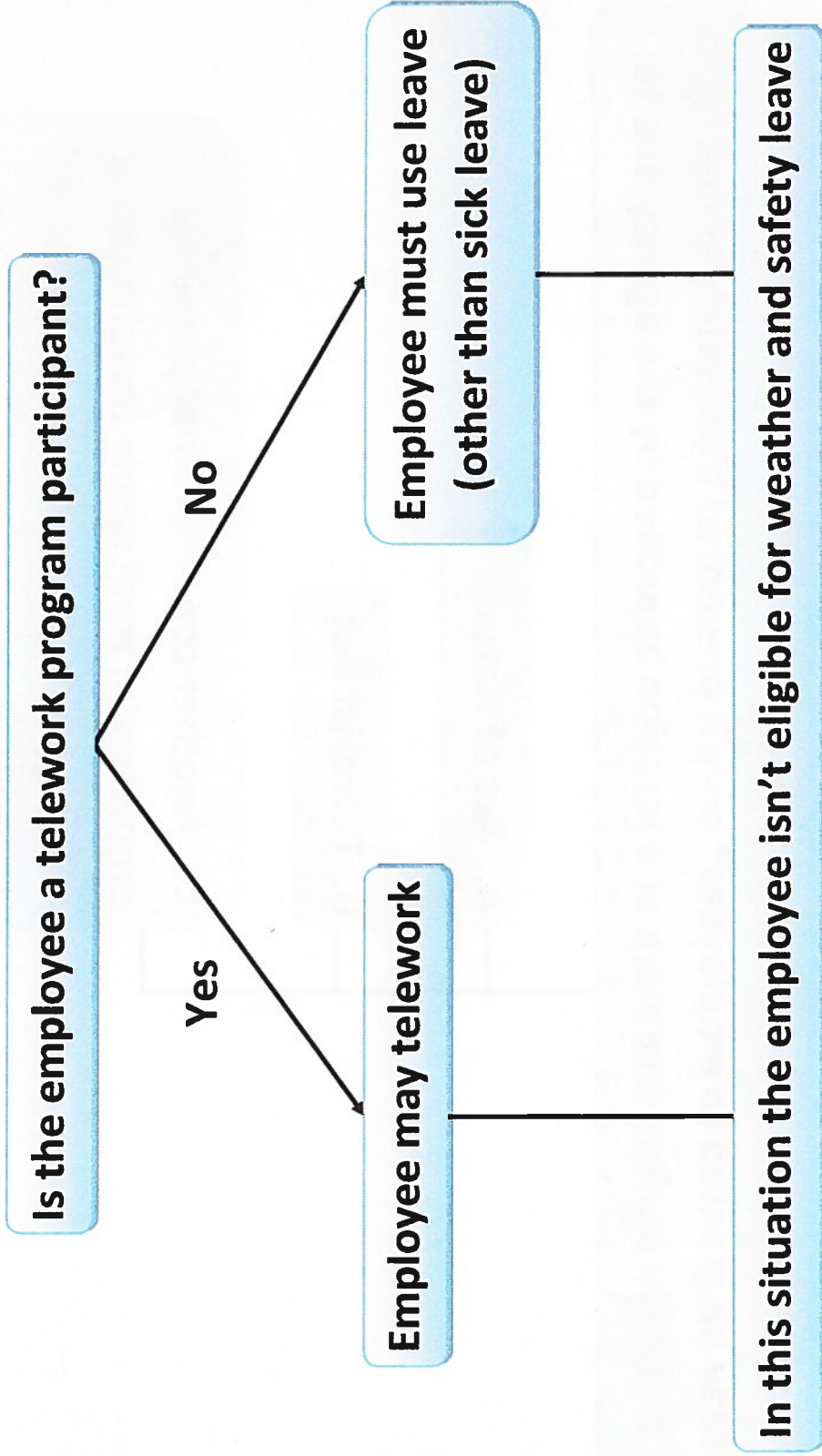
B. Terrorist Act

C. Another condition that prevents employee(s) from safely traveling to or safely performing work at an approved location

****Teleworkers are prohibited from receiving weather and safety leave except in limited circumstances.***

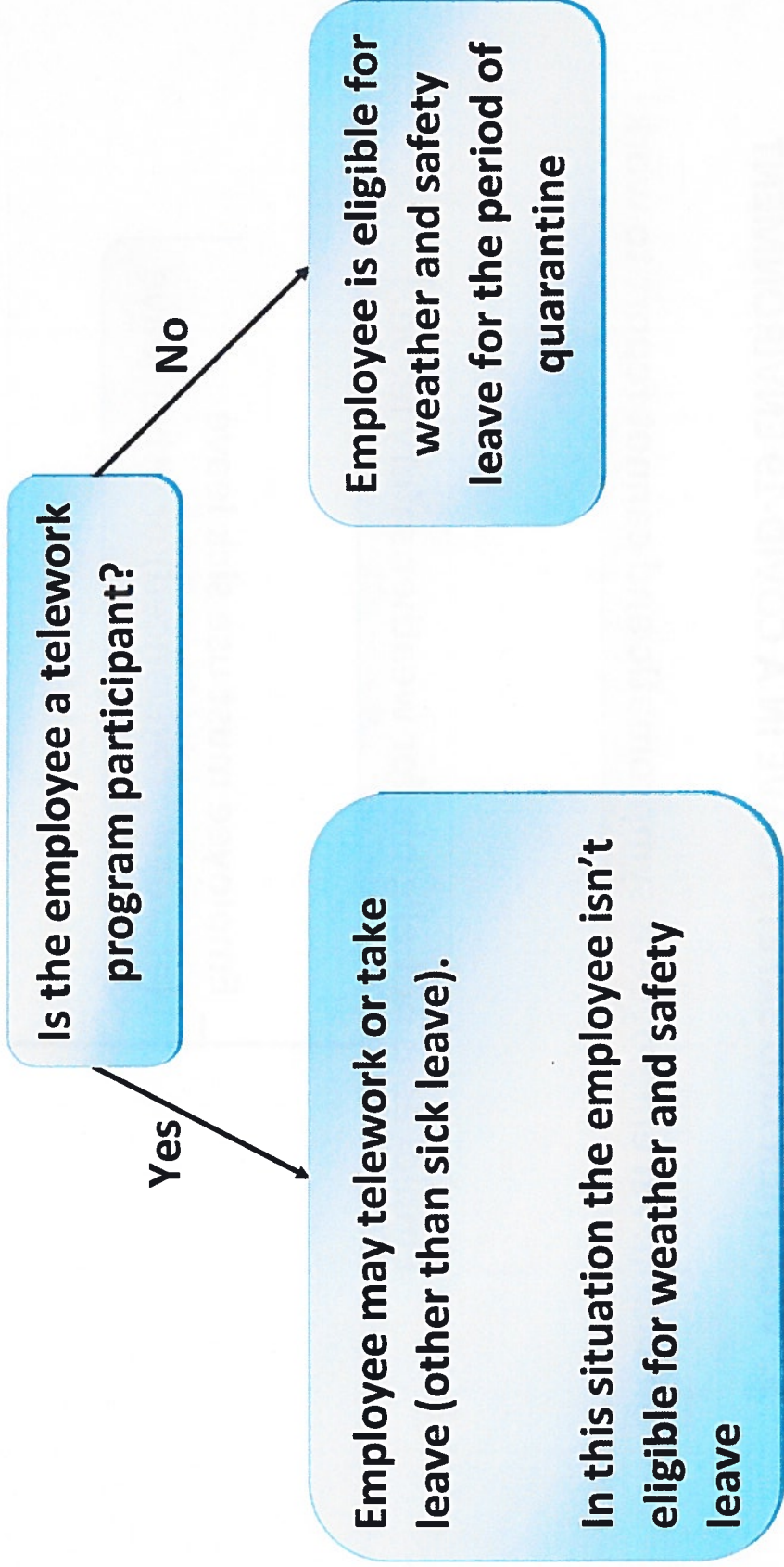
3. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: An employee is healthy but chooses to stay home with a family member who has no symptoms and has been quarantined



4. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: An employee with no symptoms has been exposed to a confirmed case of COVID-19 and is quarantined under direction of public health authorities



5. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: An employee is symptomatic and cannot report to work

Employee is not eligible for weather safety leave.

**Employee must use sick leave
(accrued or advanced) or other leave**

**Employee may use FMLA leave if the employee
has a serious health condition.**

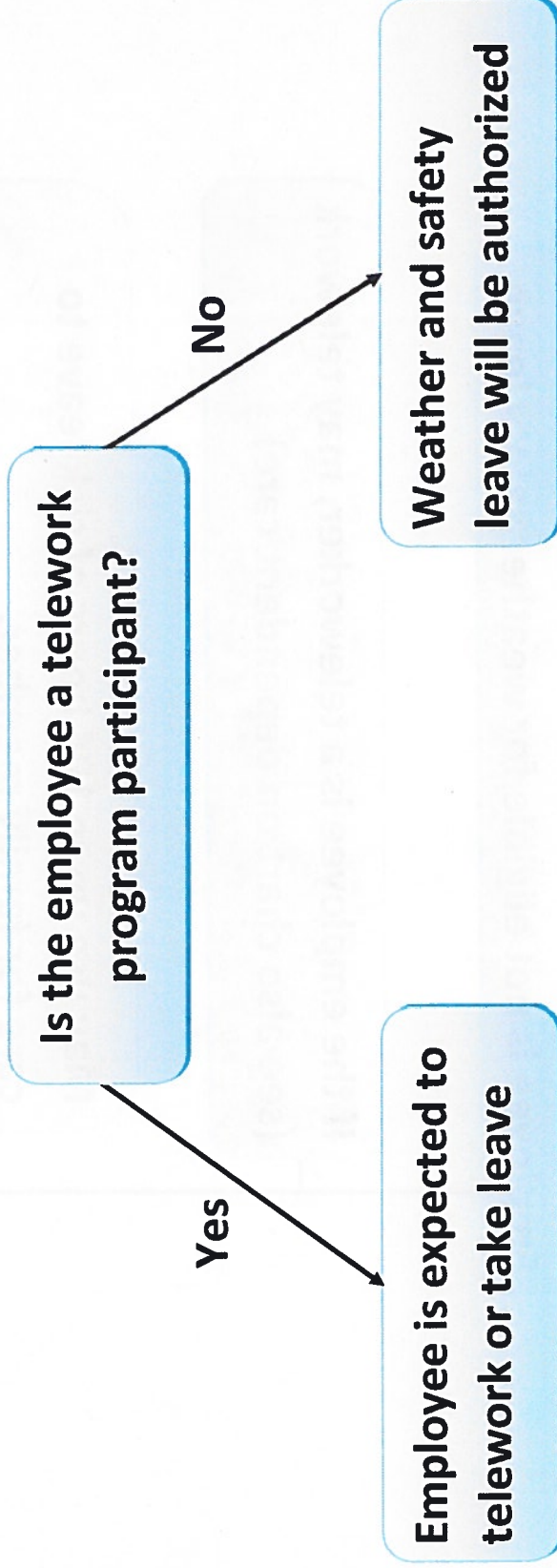
See OPM Fact Sheet (Appendix A):



**FMLA LEAVE -
OPM FACT SHEET**

6. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: A base or office closes due to COVID-19



Note: For office closures, if an alternate worksite on base is available both teleworkers and non-teleworkers may be required to report to the alternate worksite. In that case, weather and safety leave would not be granted.

7. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: An employee is healthy and needs to care for a family member who is symptomatic

Employee is not eligible for weather safety leave.

If the employee is a teleworker, may telework (see also chart on dependent care)

May use up to 104 hours of sick leave to care for family member.

Eligible employees may use FMLA leave if serious health condition of family member

8. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

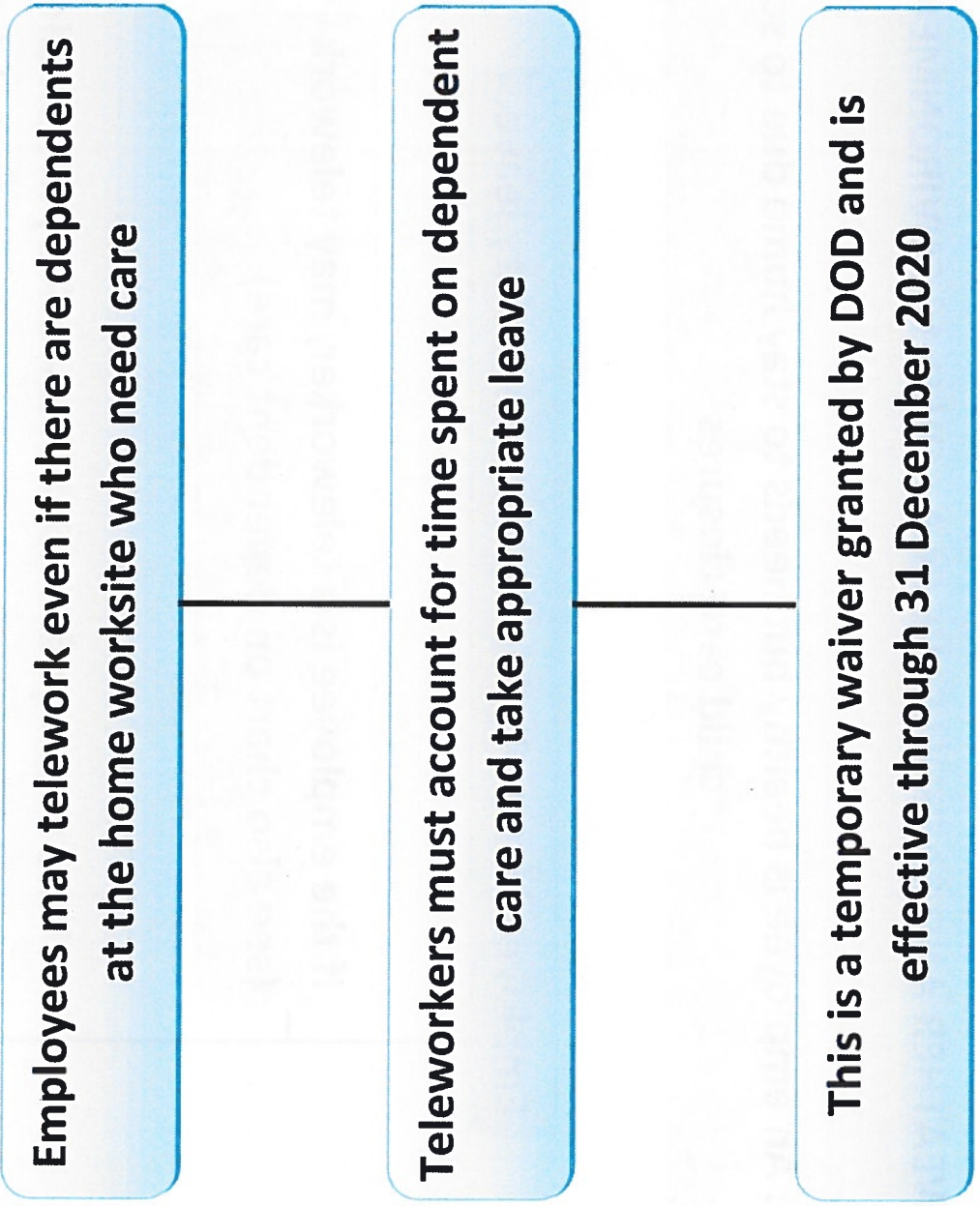
Situation: An employee is healthy but needs to stay home due to school and child care closures

Employee is not eligible for weather safety leave.

If the employee is a teleworker, may telework (see also chart on dependent care)

If the employee is not a teleworker, the employee must use leave to cover the absence (not sick leave unless the child is sick).

**9. TELEWORK AND DEPENDENT IN A COVID-19 ENVIRONMENT:
DOD WAIVER**



10. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: An employee who is healthy but has direct contact with an individual who has been exposed to COVID-19

Is the employee a telework program participant?

Yes

The employee may telework with supervisory approval

No

The employee may take leave (other than sick leave) to stay home

Not eligible for weather and safety leave

11. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: COVID-19 has been declared a pandemic health crisis by the World Health Organization

Agency may order employees to evacuate the regular worksite and work from home (or mutually agreeable alternate worksite)

Any work considered necessary by the agency may be assigned without regard to the employee's grade or title

The employee must have the necessary skills and knowledge to perform the assigned work

Applies to both teleworkers and non-teleworkers

12. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: The base/installation is closed. A teleworker declines to telework during the closure period.

The teleworker is NOT eligible for weather and safety leave

**The employee must use leave to cover the period of closure.
Sick leave may not be used unless the employee is ill or is caring for a family member who is ill.**

13. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: An employee is on a telework agreement but only has about 4 hours of work that can be done at home (assume 8 hour workday)

Worksite remains open

**Employee may telework for 4 hours and,
Report to work for 4 hours or
take leave for 4 hours**

Worksite is closed

**Employee may telework for 4 hours
Weather and safety leave will
be granted for the remaining
4 hours**

14. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: An employee reports to work showing symptoms of illness

Supervisor will remind employee of leave options

If the employee has no leave available, supervisor may authorize advanced leave or leave without pay

If employee is a teleworker, the employee may work from home (unless too ill to work)

As a last resort, an employee may be placed on administrative leave and ordered to stay away from the workplace

[CONSULT YOUR HR OFFICE]

15. WEATHER AND SAFETY LEAVE IN A COVID-19 ENVIRONMENT

Situation: An employee returns from an area where COVID-19 is prevalent

Supervisor will suggest the employee self-quarantine for 14 days

Employee is a teleworker

The employee may telework during the 14 day quarantine period

Employee is not a teleworker

Weather and safety leave may be granted so as to keep the employee away from the workplace