



Berkeley Lab Procedure Administrative Leave for Emergencies Policy

A. Policy Reference. [Administrative Leave for Emergencies](#)

B. Procedure Summary. This document provides information on requesting administrative leave with pay for emergencies, and the options Berkeley Lab or a division has to keep employees working during an emergency. If it is not feasible for employees to continue to work, this document also provides information on the types of leaves available.

C. Definitions

None

D. Procedures

1. Authorization for Administrative Leave for Emergencies

- a. The Administrative Leave for Emergencies policy authorizes the Chief Operating Officer (COO), or their designee, to approve paid leave requests in the event of a public emergency, an operational emergency, or for employees participating in civil disaster units. If the COO is unavailable, the following positions have been designated to approve a request for Administrative Leave for Emergencies: (1) Lab Director, (2) Lab Deputy Director, or (3) Deputy Chief Operating Officer.
- b. The COO may declare a Berkeley Lab wide public emergency without needing a request from a division. The COO should inform the CHRO and Budget Officer the type of emergency and number of paid days of approved Administrative Leave for Emergencies.

2. Requesting Administrative Leave for Emergencies

- a. The Division Director (or designee) requests approval via email from the COO for Administrative Leave for Emergencies. The Division Director should provide the following information: (1) type of emergency, (2) estimated number of employees impacted, (3) expected duration of emergency leave, and (4) description of demonstrated attempts to ensure continuity of work, e.g., alternate work locations, telework, etc.
- b. If the COO, or designee, approves the leave, the COO responds via email to the Division Director approving the leave (type of emergency, number of employees impacted, and the duration approved). The Chief HR Officer (CHRO) and Budget Officer should be copied on the email.
- c. The CHRO will inform the HR Division Partner of the division requesting the approved leave.
- d. The Budget Office will inform the COO of the cost impact of the approved leave to the Payroll Burden budget and whether a rate change is needed.
- e. Division Directors should instruct their employees to charge their time to Administrative Leave in LETS for the approved authorized leave days.

3. Alternate Arrangements

- a. **Temporary Alternate Work Schedules.** When Berkeley Lab is experiencing emergency conditions, due to either a public or operational emergency where it is necessary to minimize the number of employees on a Berkeley Lab work location, divisions may



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temporarily have employees work alternate work schedules in lieu of requesting paid Administrative Leave for Emergencies. For represented employees, contact the division's HR Division Partner. HR Division Partners will contact the Employee/Labor Relations office for final concurrence.

- i. Under emergency conditions, the Division Director, or designee, may approve temporary alternate work schedules for the duration of the emergency under the following circumstances:
 - The division's Business Continuity Plan (BCP), if applicable, identifies which positions or employees may work an alternate work schedule; and
 - The division's BCP identifies when they would initiate and end the temporary alternate work schedules; and
 - The division has provided the employee with essential resources to be able to work the alternate work schedule; and
 - The division communicates to the employee that a temporary alternate work schedule is not grounds for requesting alternate work schedule under non-emergency circumstances.
- b. **Temporary Performance of Work at an Alternate Work Site.** If an emergency is isolated to only a specific building or work site, divisions may seek to identify alternate locations on the Berkeley Lab main site or another Berkeley Lab location.
- c. **Temporary Telework.** Due to an emergency which makes employee's Berkeley Lab onsite work locations uninhabitable, divisions may temporarily have employees work from a non-Berkeley Lab location (e.g., work from home) instead of requesting paid Administrative Leave for Emergencies. Many employees may already be working under an existing flexible work arrangement (e.g., hybrid telework) and during an emergency this can be further leveraged. For employees in positions that are full time onsite due to the nature of the work, divisions can attempt to identify work that can be temporarily performed remotely. For represented employees, contact your division's HR Division Partner. HR Division Partners will contact the Employee/Labor Relations office for final concurrence.
 - i. Under emergency conditions, the Division Director, or designee, may approve a temporary telework arrangement for the duration of the emergency under the following circumstances:
 - The division's Business Continuity Plan (BCP), if applicable, identifies which positions or employees may work from a non-Berkeley Lab location during an emergency; and
 - The division's BCP identifies when they would initiate and end the temporary telecommuting; and
 - The division has provided the employee with essential resources to be able to work from the non-Berkeley Lab location (i.e., remote access to network, laptop, and etc.); and



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- The division communicates to the employee that a temporary telecommuting arrangement is not grounds for requesting a telecommuting agreement under non-emergency circumstances.
- d. **Employee Vacation Leave.** For planned emergencies where there is sufficient notice, such as power interruptions, divisions should provide employees with advanced notification and provide the option for employees to request vacation leave.
- 4. **Paid and/or Unpaid Leave Options.** If Administrative Leave for Emergencies is not applicable (e.g. absence from work because of personal reasons resulting from the emergency), the employee may consider utilizing their personal accrued leave balances (sick, vacation, PTO) or may elect to take unpaid personal leave.

E. References and Related Information

[HR Division Partner contact list](#)

F. Revision History

- **August 17, 2022:** Rewrite of *Keeping Employees Working During an Emergency* document, last dated 9/20/10, to new HR Procedure format.