

Appendix A.

Status of Arkansas Department of Veterans Affairs Facilities	
Announcement	What the Announcement Will Say and Means
OPEN	<p>“Arkansas Department of Veterans Affairs facilities are open to the public under normal operating procedures.”</p> <p>All employee personnel are expected to report to their worksites on time. Normal operating procedures are in effect.</p>
OPEN WITH OPTION FOR UNSCHEDULED LEAVE	<p>“Arkansas Department of Veterans Affairs facilities are open to the public but employees have the option to take unscheduled leave.”</p> <p>Emergency Essential employees are expected to report to their worksites on time unless otherwise directed by their supervisory chain of command.</p> <p>Non-Emergency Essential employees must notify their supervisor of their intent to use unscheduled leave instead of reporting to their worksites on time. Non-Emergency Essential employees have the option to use:</p> <ol style="list-style-type: none"> (1) Earned annual leave, compensatory time off, credit hours as appropriate; (2) Leave without pay; (3) Their flextime schedule day off
OPEN WITH A 2 HOUR DELAYED REPORTING WITH OPTION FOR UNSCHEDULED LEAVE	<p>“Arkansas Department of Veterans Affairs are open to the public under a 2 hour delay and employees have the option to use unscheduled leave.”</p> <p>Emergency Essential employees are expected to report to their worksites on time unless otherwise directed by their supervisory chain of command.</p> <p>Non-Emergency Essential employees must report to work, but will be granted an excused absence (administrative leave) for up to 2 hours past their normal reporting time. Employees who are not at work by the delayed reporting time will be charged leave from the delayed reporting time to their actual reporting time. Employees who desire, may notify their supervisor of their intent to use unscheduled leave instead of reporting to their worksites under a 2 hour delay. Non-</p>

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	<p>emergency Essential employees have the option to use:</p> <ul style="list-style-type: none"> (1) Earned annual leave, compensatory time off, credit hours as appropriate; (2) Leave without pay (3) Their flextime schedule day off <p>Pre-approved Leave for the entire workday will still be charged for the full day, as will any requested unscheduled leave.</p>
<p>OPEN WITH A 2 HOUR EARLY DEPARTURE</p>	<p>“Arkansas Department of Veterans Affairs facilities are open to the public, however due to inclement weather, employees are authorized to depart 2 hours earlier than their normal departure times and may request unscheduled leave to depart prior to the 2 hour early departure.”</p> <p>Emergency Essential employees are expected to remain at their worksite until their scheduled departure time otherwise directed by their supervisory chain of command.</p> <p>Non-Emergency Essential employees will be granted an excused absence (inclement weather leave) for the 2 hours of time. Employees who desire, may notify their supervisor of their intent to use unscheduled leave to accelerate their departure. Non-Emergency Essential employees have the option to use:</p> <ul style="list-style-type: none"> (1) Earned annual leave, compensatory time off, credit hours as appropriate; (2) Leave without pay; (3) Their flextime schedule day off <p>Pre-approved Leave for the entire workday will still be charged for the full day, as will any requested unscheduled leave.</p>
<p>FACILITIES CLOSED TO THE PUBLIC</p>	<p>“Arkansas Department of Veterans Affairs facilities are closed to the public due to inclement weather.”</p> <p>Emergency Essential employees are expected to report to their worksites unless otherwise directed by their supervisory chain of command.</p>

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	<p><i>Non-Emergency Essential</i> employees will be granted an excused absence (inclement weather leave) for the number of hours they were scheduled to work, unless they are:</p> <ol style="list-style-type: none">(1) On official travel outside of the state;(2) On leave without pay(3) On a flextime scheduled day off. <p><i>Pre-approved Leave</i> for the entire workday or any part of the day will still be charged for the full day or part of the day.</p>
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