



November 2009

ALL HAWKEYE DISTRICT EMPLOYEES

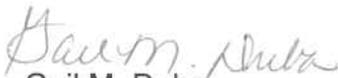
Winter 2009

During the winter season, employees may encounter situations when it is difficult to report for duty as scheduled. Following are the Hawkeye District's guidelines covering severe weather conditions and types of leave that can be approved. The National Weather Service provides nearly 48 hour advance notice to the public of approaching severe winter storms. Employees are expected to be aware of approaching winter storms and make arrangements to report to work as scheduled.

1. When it becomes apparent to an employee that (s)he will be unable to report to duty as scheduled, the employee is expected to call in as soon as possible to describe his/her situation and the reasons for the inability to report for work.
2. Employees are expected to use reasonable diligence in attempting to report for work (even if late), throughout their normally scheduled tour, unless otherwise directed by a Supervisor. No employee, however, is expected to take unreasonable risk for his/her personal safety and health in doing so.
3. Employees excused from full or partial duty due to severe weather conditions, have the option of requesting either Annual Leave or Leave Without Pay for the period of approved absence.
4. Instructions to report or not report for duty are given only by Postal management personnel. State highway reports, radio broadcasts, TV presentations, newspaper bulletins, etc. serve only as informational or warning messages.
5. The local Memoranda of Understanding with each of the labor organizations will serve as additional guidelines, as applicable to the circumstances of the times.
6. As stated in the Employee and Labor Relations Manual, Supervisors are NOT authorized to grant Administrative Leave. Verbal approvals by Supervisors, excusing tardiness, absences, or early release from duty due to severe weather conditions, are NOT to be interpreted as approval

of Administrative Leave. An employee should not make his/her decision to attempt or not attempt to report to duty based on any assumption about category of leave, but rather on his or her own assessment of ability to do so without unreasonable risk to personal safety.

7. Where an employee lives is a personal choice. It is not part of the criteria used for approving Administrative Leave. Granting Administrative Leave will not be determined on driving distance, weather reports, or weather conditions. The "Act of God" situation must be general rather than personal in scope and impact, and the employees must demonstrate reasonable diligence and sustain effort to get to work during his/her entire tour of duty.


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District Manager


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Sr. Plant Manager


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