



**DEPARTMENT OF THE AIR FORCE  
ARNOLD ENGINEERING DEVELOPMENT COMPLEX (AFMC)  
ARNOLD AIR FORCE BASE, TENNESSEE**

3 June 2020

MEMORANDUM FOR ALL AEDC SUPERVISORS

FROM: AEDC/CC

SUBJECT: AAFB COVID-19 – Conditional Approval of Weather and Safety Leave

1. I encourage supervisors to continue to maximize the utilization of telework in accordance with AFI 36-816, Civilian Telework Program, to ensure mission needs are met and maintain the health and safety of Team AEDC during the ongoing COVID-19 pandemic.

2. For situations where telework is impossible or unfeasible, I hereby delegate to squadron/branch level supervisors the authority to approve weather and safety leave (JOCAS Code: PS) for employees who meet one or more of the following criteria:

a. An employee is asymptomatic of Coronavirus (COVID-19) and quarantined under the direction of a military, state, or federal public health authority.

b. An employee who is asymptomatic but subject to movement restrictions (i.e., quarantined or isolated) under the direction of public health authorities due to a significant risk of exposure to a communicable disease requiring quarantine.

c. An employee who is asymptomatic but at a higher risk to COVID-19 as identified by the Center for Disease Control and/or public health authority and is not telework eligible.

d. An employee who is asymptomatic but has been to a high risk area as defined by [www.arnold.af.mil/coronavirus](http://www.arnold.af.mil/coronavirus) or has been exposed to a person infected by the novel coronavirus.

e. In the event of a base closure, an employee who is telework ineligible. (Employees who are telework eligible may be mandated to telework in the event that the World Health Organization has named a pandemic and there is a base evacuation. An employee may not refuse to telework under these circumstances if that employee is telework eligible.)

3. Any employee placed on weather and safety leave must be provided a copy of the attached weather and safety leave notice by the supervisor authorizing the leave.

4. If an employee begins to exhibit symptoms of COVID-19 or becomes ill, they must inform their supervisor and the employee will be removed from weather and safety leave and placed on the appropriate type of leave applicable. Employees may use sick leave, annual leave, credit hours, comp time, etc. They may be eligible for the Voluntary Leave Transfer Program (VLTP) or Family Medical Leave Act (FMLA) in some circumstance.

5. This delegation of authority will remain in place until revoked by me or a higher authority.
6. Questions concerning weather and safety leave should be directed to the Civilian Personnel Office, Thomas J. Sizemore, thomas.sizemore@us.af.mil, 931-454-4312.

JEFFREY T. GERAGHTY, Colonel, USAF  
Commander

Attachment:  
Weather and Safety Leave Notice