



DEPARTMENT OF THE AIR FORCE  
78TH AIR BASE WING (AFMC)  
ROBINS AIR FORCE BASE GEORGIA

MEMORANDUM FOR ALL TEAM ROBINS COMMANDERS/DIRECTORS

FROM: 78 ABW/CC

SUBJECT: Updated Conditional Approval of Weather and Safety Leave, (S/S, 78 ABW/CC Memo dated 30 Dec 2020)

1. During this COVID-19 pandemic and aligned with social distancing measures, I continue to encourage supervisors to maximize the utilization of telework in accordance with DODI1035.01\_ AFI 36-816, *Civilian Telework Program*, to ensure mission and the health and safety of Team Robins.
2. For employees not telework eligible, I hereby authorize supervisors to use weather and safety leave (ATAAPS Code: LN Hazard code: PS) for employees who meet the following criteria:
  - a. An employee asymptomatic of COVID-19 and quarantined under the direction of a military, state or federal public health authority due to exposure/close contact with a positive case and negative for COVID-19 or waiting test results.
3. However, if the employee starts to exhibit symptoms of Coronavirus (COVID-19), test positive for COVID-19 or becomes ill, they must inform their supervisor and be removed from W&SL. Employees may use sick leave, annual leave, credit, comp time, etc. They may be eligible for advanced leave, the Voluntary Leave Transfer Program (VLTP), or Family Medical Leave Act (FMLA) in some circumstances.
4. Effective immediately, to be placed on Weather and Safety Leave (W&SL) employees need to certify/validate that they meet the criteria outlined above by completing the W&SL Notice. When an employee meets the criteria, supervisors are authorized to grant W&SL. Previously approved use of W&SL for current or future dates is not authorized unless the conditions set out in this memorandum apply. No other conditions are authorized.
5. This conditional approval expires 8 May 2021, and may be revoked at any time. Questions concerning W&SL should be directed to the CPO: Alona Calhoun, [alona.calhoun@us.af.mil](mailto:alona.calhoun@us.af.mil); Jennifer Ridley, [jennifer.ridley@us.af.mil](mailto:jennifer.ridley@us.af.mil) or send your questions to 78 FSS/FSCAE Employee Relations Workflow ([robins.fuscell.wkflw@us.af.mil](mailto:robins.fuscell.wkflw@us.af.mil)).

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Commander