



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
HUMAN RESOURCES OFFICE
1776 MILITIA WAY
P.O. BOX 14350
SALEM, OREGON 97309-5047

**Document must be
reviewed by HR Labor
Relations Specialist.**



HRO

24JAN24

MEMORANDUM FOR All Employees in Workforce Management Branch

SUBJECT: Standards for Annual Leave, Sick Leave, Compensatory Time, Hours of Work, Cell Phone Use, and Dress Code and Physical Fitness.

1. Listed below is the policy and operating procedures to be followed by employees of HRO. Business core hours are 0800-1630 Monday through Friday. The section must be open during these times unless the supervisor has directed differently.

Annual Leave, Compensatory Time, Time Off Awards: Employee Initials_____

2. When an employee is not at work, they must be in an approved leave status. This is documented on an electronic form in ATAAPS. This form will be initiated by the employee and turned into the supervisor for approval and concurrence. If the employee is not at work and unable to initiate this form, he/she will fill out the form immediately upon returning to work.

3. Annual leave, compensatory time (earned and used), and time off awards are to be scheduled 24 hours in advance with your supervisor and complete an electronic leave form upon approval. If the supervisor is not available, another supervisor in the office may act on their behalf. It is recognized that shorter notices may occur with requesting leave. This will not become the standard.

4. Employees must remember this is a request for leave. The mission of the ORNG takes precedence however, employee requests will be considered. If leave is cancelled for any reason, it will be immediately rescheduled with an explanation as to why it was cancelled.

Sick Leave: Employee Initials_____

5. Sick leave is to be used for its intended purpose, when you or an immediate family member is sick. When calling in sick, the employee will speak directly to their supervisor **via phone or text within 30 minutes of the start of your workday.** In emergency cases only, the employee can leave a message with another employee to be relayed to the supervisor. The employee will follow up with a call or text to the supervisor that same day as to the status of the emergency.

6. Sick leave will be scheduled **24 hours** in advance for medical or dental appointments. Veterans Affairs appointments can come up unexpectedly and will be addressed on a case-by-case basis.

Military Leave: Employee Initials_____

7. Military leave must be requested through your supervisor and an electronic leave form completed in ATAAPS as soon as the employee has knowledge of the duty. Employees must have military orders when military leave is requested. The order number is input into the pay system for verification of duty. This number is needed when pay is processed. Military leave can be used for IDT make up. Orders are not required in this situation. The employee will fill out the electronic leave form, in the remarks section, note the military leave is used for "IDT MAKEUP". You must also provide an AGO 37-1, verification of duty form. All supporting documentation must be loaded into the document uploader for ATAAPS.

Leave Without Pay: Employee Initials_____

8. Leave Without Pay (LWOP) is an approved form of leave. It is not, however, at the discretion of the employee. It must be approved by the supervisor prior to use.

Forced Annual Leave: Employee Initials_____

9. Forced annual leave can be imposed by the supervisor under the guidance of TPR 715. Some examples are creating a hostile or toxic work environment; intoxication or suspected drug use; or arriving at work in unapproved attire (T5 or T32). This leave will be imposed by the supervisor.

Compensatory Time: Employee Initials_____

10. Compensatory time is granted by the supervisor during times of mission requirement or excessive workload. To earn compensatory time, you must request the time through your supervisor prior to performing the duty. Requesting use of earned compensatory time will be made in advance. Compensatory time earned must be used within 26 pay periods, so you are highly encouraged to use compensatory time prior to annual leave.

Time Off Awards: Employee Initials_____

11. Use of time off awards will be requested the same as annual leave. Time off awards must be used within 26 pay periods or they will be forfeited.

Hours of Work: Employee Initials_____

12. Our section has two different work schedules; straight 8 and 5/4/9. Report time is dictated by your duty hours. You are required to follow the dress code which is business

casual for T5 employees and be ready to work at the beginning of the work schedule. The last 10-15 minutes of your workday is dedicated to completing any paperwork and minor clean-up. Time spent away from the work area is considered break time. Swapping your NDO for another day in the pay period is reserved for emergency purposes only.

Scheduled lunch and authorized break times: Employee Initials_____

13. Break times are “paid time” on the clock. You are allowed two 15-minute breaks per day, one in the morning, one in the afternoon. The supervisor may allow you to combine your break times with lunch. If you combine breaks and lunch, you are not allowed additional, separate break times.

14. Lunch is “not paid time” and is not counted when taking leave. If you plan on using a working lunch to make up for missed work time, you must gain prior approval from your supervisor.

Duty Uniform/Dress Code/Professional Courtesies: Employee Initials_____

15. All Title 5 employees will wear business casual attire. Tank tops, shorts, or ripped or torn clothing are not authorized. All T32 employees will always wear their military uniform and maintain male or female military grooming standards. All T5 and T32 employees will maintain a high level of military professional courtesies. They will address each other as Sir/Ma’am, Rank and last name or Mr. or Mrs/Ms. and last name unless otherwise directed.

Cell Phone Usage: Employee Initials _____

16. Personal cell phones are not to be used during work hours as a rule. You may use your cell phone during break time or in cases of emergency. If personal cell phones become too distracting in the workplace, or if the privilege is abused, you may be required to keep them out of sight. Employees will not engage in personal texting, or conversation with their cell phone during work hours unless in cases of emergency. When contacting the Supervisor via phone, text messaging is not the preferred method. The employee will call and talk directly to the Supervisor.

Physical Fitness Training: Employee Initials _____

17. Physical Fitness Training (PT) is a privilege, not a right. Both T32 and T5 employees are authorized PT time in accordance with TPR 339 and will fill out the AGO form 339 with their scheduled PT time with their supervisor’s approval and will only conduct activities not prohibited in the regulation. PT can be revoked at the discretion of the Supervisor for any reason.

18. Questions or concerns to the above policies are encouraged to be directed to the undersigned Annaka Slough.

ANAKIN SKYWALKER

Jedi Knight

Jedi Order

Print Employee

Name_____Date_____

Employee

Signature_____