

U.S. Army Corps of Engineers (USACE)

**AUTHORIZATION OF ADMINISTRATIVE LEAVE DURING ADMINISTRATIVE CLOSURES OR EMERGENCIES**

The proponent agency is CERM-F.

All employees with telework agreements are expected to work during an administrative closure or evacuation. Administrative Leave may not be taken by employees with telework agreements without Commander or Director approval from the closed office. This approval must be retained for audit purposes.

Employee Name

Employee Title

Reason for Administrative Closure or Emergency:

Why, specifically, was the employee unable to work?

Was an evacuation order issued?  Yes  No

Effective Date of the Evacuation:

End Date of the Evacuation:

Administrative Leave Begin Date:

Administrative Leave End Date:

Note: In the case of evacuation, Administrative Leave may not be authorized beyond the evacuation end date

I certify I was unable to telework due to the reasons provided. I certify this information is true and accurate.

Employee Name

Date

Employee Signature

I certify this employee was unable to telework due to the reasons provided. I certify this information is true and accurate.

Supervisor Name

Date

Supervisor Signature

I have reviewed this reviewed this request and (select) Approve/ Disapprove.

Commander/Director Name

Date

Commander/Director Signature