



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 412TH TEST WING (AFMC)  
EDWARDS AIR FORCE BASE CALIFORNIA**


20 Mar 20

MEMORANDUM FOR ALL TEAM EDWARDS COMMANDERS/DIRECTORS

FROM: 412 TW/CC

SUBJECT: Conditional Approval of Weather and Safety Leave

1. I encourage supervisors 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 Edwards.
2. For employees not telework eligible, I hereby approve weather and safety leave for employees who meet 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 subject to movement restrictions (i.e., quarantined or isolated) due to traveling in or through a level 2 or 3 country or state identified by a public health authority.
  - c. An employee who is at higher risk to COVID-19 as identified by the Center for Disease Control and/or public health authority and is not telework eligible.
3. When an employee informs their supervisor that he/she meets the criteria above, their supervisor should inform the employee to take weather and safety leave. Supervisors must provide a copy of the weather and safety leave notice to the employee (attached).
4. If the 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 conditional approval remains in place for 60 days from the date of this letter and may be revoked at any time.
6. Questions concerning weather and safety leave should be directed to the Civilian Personnel Office, Michelle Lovato, michelle.lovato@us.af.mil, DSN 527-8160.

  
MATTHEW W. HIGER, Colonel, USAF  
Commander, 412th Test Wing