

Department of  
Veterans Affairs

# Memorandum

Date: FEB 12 2020

From: Deputy Under Secretary for Health for Operations and Management (10N)


Subj: Authority to Approve Weather and Safety Leave for Employees Affected by 2019-nCoV, Coronavirus

To: Executive in Charge, Office of the Under Secretary for Health (10)

1. To assist Department of Veterans Affairs (VA) employees within Veterans Health Administration (VHA) whose employment may be disrupted due to 2019-nCoV, I am requesting up to 15 days of weather and safety leave for employees who are subject to quarantine or isolation in connection with 2019-nCoV.
2. Current VA policy grants field facility heads the authority to excuse employees from duty, and from reporting to duty for up to seven consecutive workdays. For any period of excused absence more than seven consecutive workdays for field facility employees, the approval must come from the Under Secretary for Health.
3. Your approval of this recommendation would constitute a delegation of the authority to local officials to approve weather and safety leave for employees under their supervision, on a case-by-case basis, up to the 15-day limit. This leave may be authorized for employees who have had known contact and direct exposure to others (e.g., recent travel to China) but are not symptomatic. If such employees are able to telework, telework is the preferred approach to use prior to authorizing any weather and safety leave.
4. If you have any questions regarding this recommendation, please contact the Office of the Assistant Deputy Under Secretary for Health, Workforce Services at [VHA\\_10A2\\_Action@va.gov](mailto:VHA_10A2_Action@va.gov).

  
Renee Oshinski

Approved/Disapproved

  
Richard A. Stone, M.D.