MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Leave and Return to Duty Processes During the COVID-19 Pandemic

1. References
   b. 5 CFR 339.301(a)(3), “Authority to require an examination.”
   c. 5 CFR 630.401(a)(5), “Granting sick leave.”

2. This policy is effective immediately and supersedes the Phased Broadening of Full-Time Operations and Leave Processes policy, dated 02 June 2020.

3. Applicability. This policy directive applies to all full-time West Virginia National Guard (WVNG) Title 5 Employees, Title 32 Technicians, Active Guard Reserve (AGR) Airmen/Soldiers, Airmen/Soldiers on ADOS orders, and Military Authority personnel (collectively known as “personnel”).

4. Purpose. To provide additional instructions to WVNG leaders, supervisors, and personnel regarding WVNG employees who live out of state, granting of travel/leave, and the return to duty during the COVID-19 pandemic.

5. In order to maintain military readiness and preserve our ability to respond to state and federal missions, we must take additional precautions to protect ourselves in the workplace. Accordingly, all personnel are expected:
   a. Maintain at least six feet between employees.
   b. Continually maintain physical cleanliness and sanitation of the workplace.
   c. Limit group gatherings (for briefings, ceremonies, etc.) so participants are able to maintain a six-foot distance.
d. Individuals returning from out of state travel may submit to COVID-19 testing and/or be required to self-quarantine for 14 days prior to returning to the workplace.

6. Leaders and Supervisors will use the attached guidance to determine a proper course of action for employees returning from out-of-state leave or travel. All employees should consider the strain on the force when large numbers of our organization are out for an extended period. We should all do the right thing by returning to the workplace as quickly as possible which can occur by being tested. The mission of the organization must be paramount on the Supervisors mind when determining the best course of action. The COVID-19 Pandemic will not end soon and we must provide the necessary rest and recuperation of the force and ensure the protection and health of the overall force.

7. The one imperative for all employees is they must be in some type of status. The status must be prearranged with your commander or supervisor and be properly documented prior to departure for leave.

8. Exceptions to this policy may be submitted to the chain of command on a case-by-case basis. Leaders and supervisors will consult with the Human Resources Office to address these particular instances.

9. Point of contact is Lt Col Chad Board, Deputy Human Resources Officer, at (304)561-6434 or chad.c.board.mil@mail.mil.

Enclosure:

Leave and Return to Duty Processes Matrix during the COVID-19 Pandemic

DISTRIBUTION:

A
HQ WVANG
130th Airlift Wing
167th Airlift Wing

JAMES A. HOYER
Major General, WV ARNG
The Adjutant General
<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Approval Authority for Official Travel</th>
<th>Leave Approval Authority for Personal Travel</th>
<th>Upon an employee returning from out of state, but waiting to test and receive results</th>
<th>Upon an employee returning from leave from outside the state and receiving negative COVID-19 test results, the following are duty status options</th>
</tr>
</thead>
<tbody>
<tr>
<td>T32 Technician</td>
<td>Unit Commander</td>
<td>Immediate Supervisor</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>TS Employee</td>
<td>Unit Commander</td>
<td>Immediate Supervisor</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>AGR</td>
<td>Unit Commander</td>
<td>Unit Commander</td>
<td>V</td>
<td>X</td>
</tr>
<tr>
<td>ADOS</td>
<td>Unit Commander</td>
<td>Unit Commander</td>
<td>V</td>
<td>X</td>
</tr>
<tr>
<td>Military Authority</td>
<td>MA Director</td>
<td>Immediate Supervisor</td>
<td>V</td>
<td>X</td>
</tr>
</tbody>
</table>

V - This is an option for the supervisor in regard to managing an employee
O - This is an option for the employee, but can’t be forced by a supervisor
X - This is not an option

Any West Virginia National Guard employees who are symptomatic of COVID-19, DO NOT report to work. Take appropriate leave and seek appropriate treatment.

Any personnel returning from personal leave or personal travel from outside the state may be required to submit to COVID-19 testing by his/her commander and/or supervisor and be required to self-quarantine for 14 days. In such instance, personnel may return to work after receiving negative test results or when the criteria to discontinue self-quarantine are met in consultation with the appropriate healthcare providers. If the commander or supervisor feels the return of the employee to the physical duty location increases risk for other employees, the commander or supervisor will contact either the Air Surgeon’s Office or Army State Surgeon’s Office for further discussion.