



STATE OF WEST VIRGINIA  
**OFFICE OF THE ADJUTANT GENERAL**  
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NGWV-TAG

JUL 01 2020

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References

a. SECDEF Memorandum, "*Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions*," dated 29 June 2020.

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.

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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.

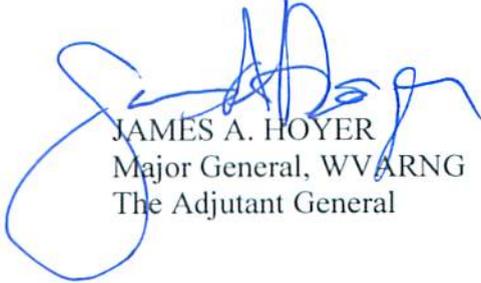
7. The one imperative for all employees is they must be in some type of status. The status must be prearranged with your commander or supervisor and be properly documented prior to departure for leave.

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](mailto:chad.c.board.mil@mail.mil).

Enclosure:

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



JAMES A. HOYER  
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The Adjutant General

DISTRIBUTION:

A  
HQ WVANG  
130<sup>th</sup> Airlift Wing  
167<sup>th</sup> Airlift Wing

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

Employment Status	Approval Authority for Official Travel	Leave Approval Authority for Personal Travel	Upon an employee returning from out of state, but waiting to test and receive results			Upon an employee returning from leave from outside the state and receiving negative COVID-19 test results, the following are duty status options				
			Telework (if eligible)	Weather & Safety Leave	Other Paid or Unpaid Leave (Annual, Comp Time, LWOP, etc.)	Resume work at assigned duty station	Telework (if eligible)	Weather & Safety Leave	Sick Leave under FFCRA	Other Paid or Unpaid Leave (Annual, Comp Time, LWOP, etc.)
T32 Technician	Unit Commander	Immediate Supervisor	√	√	o	√	√	√	o	o
T5 Employee	Unit Commander	Immediate Supervisor	√	√	o	√	√	√	o	o
AGR	Unit Commander	Unit Commander	√	X	√	√	√	X	X	o
ADOS	Unit Commander	Unit Commander	√	X	√	√	√	X	X	o
Military Authority	MA Director	Immediate Supervisor	√	X	√	√	√	X	X	o

- √ - 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.