



How the daily break privilege is utilized (length and intervals of breaks) is to be worked out on an individual basis between the supervisor and the employee. "Smoke" breaks are included in, and accrue against, the employee's total available break time per day.

An employee may NOT forego all or any of his/her break privilege for the purpose of shortening his/her workday (this is prohibited by regulation).

## **LUNCH PERIODS**

Each full-time employee and each part-time employee who works at least 6 hours per day will be scheduled for a lunch period of at least one-half hour and not more than one and one-half hours.

At his/her supervisor's discretion, a part-time employee who works less than a 6-hour day may be accorded the privilege of foregoing a lunch period.

## **LEAVE APPROVAL PROCEDURES AND REQUIREMENTS**

Sick leave is to be used by employees only when they are incapacitated for the performance of their duties by such reasons as sickness, injury, pregnancy, or doctor's appointments or having been exposed to a communicable disease. In addition, employees are allowed limited use of sick leave when caring for an ill family member, to make arrangements following the death of a family member, or attend a funeral of a family member. Any other use of sick leave is prohibited by law. Normally a doctor's certificate is required for sick leave absences in excess of three days. If your supervisor has reasonable grounds to question whether you are properly using sick leave (e.g., when sick leave is used frequently or in unusual patterns or circumstances), a doctor's certificate may be required for each sick leave absence, regardless of duration.

For absences that would otherwise be charged to sick leave, your supervisor may allow you to substitute annual leave or leave-without-pay.

If you are unable to come to work because of illness, you must notify your supervisor or your acting supervisor within (one-half hour) of your normal arrival time. Leaving a message with a coworker is [or is not] acceptable.

You must obtain your supervisor's approval for annual leave, at least (one day) in advance of your absence. Except in emergencies, annual leave will not be approved on short notice.

[Supervisors may establish expectations in other areas such as procedures for submission of SF-71s for leave approval; when and how absences for inclement weather will be excused (based on Regional policy); when absences will be excused for donating blood or for visiting the health unit; when and how leave-without-pay will be approved; procedures for approval of sick leave for nonemergency purposes (e.g., doctor's appointments); time limits for producing doctors certificates for use of sick leave, etc.]

## **UNIFORMS AND WORK ATTIRE**

All employees are expected to dress appropriately for the position they hold. The appropriateness of work attire will be established through discussion between the employee and his/her supervisor.

The following applies only to employees who are required to wear uniforms as a condition of their employment:

- Employees must wear their uniforms during work, unless they have received supervisory approval to wear different clothing. Employees will not mix uniform and non-uniform components.
- Employees must ensure that uniforms are cleaned and pressed, if necessary. Any damage in the uniform fabric should be repaired before arriving at work.

## **ACCOUNTABLE PROPERTY**

All employees must sign a Receipt for Property for all pieces of accountable property, which are in their possession on a continuing basis.

Employees who use accountable property for a specific project, where property will be returned and locked up upon completion of the project, must sign a check-out sheet, listing the property number, date checked out, and projected date of return. Property will be locked in and \_\_\_\_\_ will retain a set of keys. (Revise according to your local practices.)

## **USE OF GOVERNMENT TELEPHONES**

Employees are authorized to use government telephones to conduct official business and for personal calls that are determined to be necessary and in the interest of the government.

Allowable personal phone calls include:

- emergency calls to family members or doctors;
- brief calls to notify your family if you are required to work overtime without advance notice;
- brief daily calls within the local commuting area to speak to spouses or minor children;

*Exhibit 3A*

- brief calls to locations within the local commuting area that can be reached only during working hours, such as local government agencies or physicians;
- brief calls to locations within the local commuting area to arrange emergency repairs to your residence or automobile.

All personal phone calls made should be of a type that is included in the list, above, and should be made during your break or lunch time, except for emergency phone calls. Personal phone calls should not adversely affect your performance of official duties; they should be brief and of reasonable frequency; and they should be calls that reasonably cannot be made at another time. If you have questions as to whether a personal call is allowable, please ask your supervisor.

Please feel free to come and see me if you have any questions about the above procedures.