



## Dane's Desk

Contract Update

11/04/2020

Dear Site Operations Support Services Employees,

As we approach the Holidays and the winter season, WE2 Management is issuing the following guidance to all employees supporting the SOS4 contract regarding the approval of Paid Administrative Leave.

Occasionally, WE2 will approve Paid Administrative Leave due to site closings, delayed openings, and early dismissals. This type of paid leave may be given for reasons such as inclement weather, an emergency, or an extra discretionary holiday. Notice regarding leave for these reasons will be given by the WE2 Business Office via email to each company, and the respective employer will convey the message to their employees via email to include how to record the hours on your time sheet.

The Federal Government also provides Paid Administrative Leave to the federal workforce for the same type of situations covered by this guidance. Administrative Leave for those employees is usually communicated through means such as a federal employee intranet or a notice issued by the Secretary of Energy or the President.

WE2 is not required to give Administrative Leave to its employees that corresponds to leave given to federal employees unless the announcement or notice specifically prohibits contract employees from working. In those cases, WE2 will provide notice to employees supporting the SOS4 contract via an email from the WE2 Business Office indicating that Paid Administrative Leave is being approved. If WE2 decides, within its discretion, to approve Administrative Leave that follows leave provided to federal employees where it is not required to do so, notice will be sent via email from the WE2 Business Office. If an employee calls off prior to the announcement of Administrative Leave, or was not already scheduled to work, neither individual would be eligible to receive Administrative Leave pay.

WE2 management is issuing the following guidance to our Pittsburgh employees regarding the use of Administrative Leave when NETL communicates that one of the Pittsburgh Site Plateaus has an early release, delayed opening or is closed.

If you receive communication from the DOE-AWAre system or any other means regarding an early release, delayed opening, or closure of a Pittsburgh Site Plateau, you need to contact your WE2 supervisor for guidance to determine if this applies to you. Do not assume that Paid Administrative Leave for the federal workforce or other site support contractors applies to you. If after contacting your supervisor it is determined that you are required to report to work and you decide to arrive late, leave early or not report to work at all, you will be required to use your vacation or personal leave.

If you have any questions or concerns regarding this guidance, please contact your supervisor or your respective company HR representative.

Sincerely,

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