



Department of  
Veterans Affairs

Office of Human Resources and Administration  
Worklife and Benefits Service (058)

**Fact Sheet – HOURS OF DUTY (Administrative Dismissals)**

- Administrative dismissals are an absence when employees are released from duty because all or part of an activity is closed.
- Each Department of Veterans Affairs (VA) field facility head of operations has the authority to temporarily close an activity under their jurisdiction and/or relieve employees from duty without charge to leave or loss of pay for **up to 2 consecutive days**:
  - when normal operations are interrupted by events beyond the control of management or employees that prevent employees from physically reaching their official duty stations by weather or emergency situations caused by heavy snow, severe icing, flooding, earthquakes, hurricanes, massive power failures, fuel shortages, major fires, strikes, public transportation crises, riots, mass demonstrations, acts of terrorism, etc.;
  - when closure is required for a short period for managerial reasons;
  - when employees are participating in civic activities that are in the public interest and need to be relieved from work; or
  - when other regulatory reasons are appropriate for closure or releasing employees from work.
- This authority may not be used for extended periods or for periods of interrupted or suspended operations that would ordinarily be covered by leave, furlough or the assignment of other work.
- Appropriate Central Office administration or staff office head must issue approval for administrative dismissals involving excused absences in excess of two days for field facility employees.

**Additional Considerations**

- Each VA field facility must identify and designate **employees** who are providing **“critical services”** which cannot be curtailed in dismissal or closure situations. These employees are required to be at work regardless of emergency situations or any general administrative dismissal to continue agency operations in any given emergency situation. For further information on designation of critical employees, contact your local Human Resources office.
- Employees who report to work and are dismissed early because of weather conditions are granted excused absence. Employees who are on scheduled leave are charged leave in these instances.
- When a decision is made to close a facility due to an emergency, a nonworkday is declared and an employee on scheduled leave would not be charged leave.
- There is no entitlement to an “in-lieu-of” day off for employees who are not scheduled to work on a day when an agency undergoes closure or dismissal. This is because a regular alternate work schedule (AWS) day off is a scheduled nonworkday and employees cannot be excused from duty on a nonworkday.

**References**

- Title 5 Code of Federal Regulations, Part 610, Subpart C
- VA Handbook 5011, Part II, Chapter 2, paragraph 6
- VA Handbook 5011, Part III, Chapter 3, paragraph 12 (u)
- Office of Personnel Management “Pay and Leave Guidance for Federal Employees”