

Advanced Photon Source

POLICY & PROCEDURE	Page 1 of 2
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Reimbursement for Emergency On-Site Lodging

Changes made in this revision:

- ANL-88 has been replaced with an Expense Report in Workday in #1 and #2

Prepared by:

Steve Davey, AES

Reviewed/Approved by:

AES Division Director
ASD Division Director
XSD Division Director
HSE / PSC Safety Manager
PSC Business Manager
PSC HR Manager
Deputy-ALD Operations

Purpose

With round-the-clock operations and the priority given to highly reliable operations, APS personnel may be called upon to work extended hours and/or be available on-site during emergency situations. Nevertheless, no job or service is so important that we cannot work safely and a worker that is too tired puts themselves, others, the quality of their work, and facility at risk. Proper work planning should allocate the resources needed for tasks and every effort should be made to avoid sleep deprived situations. If needed, to ensure the safety of APS personnel, workers may stay at the Argonne Guest House and be reimbursed for the lodging.

Scope

This policy applies to non-union employees; union members are covered by their respective union agreements.

Policy

1. If unforeseen conditions arise, such as an emergency or unexpected facility/experiment demands, and an APS employee has worked extended hours and feels that he or she is too tired to commute home safely, rather than putting themselves or others at risk, the employee is authorized to check into the Argonne Guest House and will be reimbursed for the lodging. Prior to checking-in, the employee must notify their supervisor by email. Management pre-approval is not required. After-the-fact management approval is obtained through the processing of an Expense Report in Workday. (Employees should type *Create Expense Report* in the search box and select *Create Expense Report* from the search results.) Reimbursement is for lodging only.
2. In other emergency situations, where it is to the benefit of the APS to have a worker on-site and there is a reasonable expectation that the worker's commute will not be safe, the supervisor can authorize the worker to stay the night at the Guest House. This might arise in the case of severe weather conditions and there is a critical facility need to have a worker on site. Formal management approval is obtained through the processing of an Expense Report in Workday. (Employees should type *Create Expense Report* in the search box and select *Create Expense Report* from the search results.) Reimbursement is for lodging only.

Repeated use of this safeguard by a worker indicates a problem with work planning and will be subject to review by Division management.