

This material is part of a collection that documents the harassment, discrimination, and retaliation perpetrated against Alaska's women research scientists by their supervisor, with full knowledge (and arguably, "tacit approval") of their federal employer, the USDA Agricultural Research Service (ARS)

Bower, Cindy

From: Philibert, Juli
Sent: Monday, June 07, 2010 2:50 PM
To: Bower, Cindy
Cc: Contento, Janis
Subject: Your Admin time
Attachments: image001.jpg

I see that you have entered Admin time on 6/2 on your TA. Janis sent this information to Peter about Admin time:

"You indicated ... were admin/excused leave days. We need an explanation as to what you are accomplishing each days.

The P&P says that up to 80 hours may be allowed for pre/post moving; however, it's not a given and you have to give us an explanation as to why you are asking for admin time. You didn't state anything in the remarks section in Web T&A."

Administrative Leave of up to 80 hours may be allowed for house hunting and pre/post-moving. Employees who are making a change of official station in the interest of the Government may be excused a total not to exceed 80 hours for any official move. Time spent on a house hunting trip is part of the 80 allowable hours.

En route travel time is regular time worked and not included in the 80 hours. This leave is used for starting or stopping electrical/gas, applying for driver's licenses, etc., not for packing and unpacking.

Please enter a justification in the Remarks section of your TA or send details to Janis.

Thanks,

Juli

Juli A. Philibert, Secretary
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"I am still determined to be cheerful and happy, in whatever situation I may be; for I have also learned from experience that the greater part of our happiness or misery depends upon our dispositions, and not upon our circumstances."

- Martha Washington