

*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**

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**From:** Bower, Cindy  
**Sent:** Wednesday, June 09, 2010 2:31 PM  
**To:** Contento, Janis  
**Subject:** RE: Your Admin time  
**Attachments:** image001.jpg

Hi,  
Sunny day here. I hope Fairbanks is as nice.

Still no phone service at my house, (maybe Thursday or Friday, they say). Technically, I'm still in temporary housing even though I closed on Monday, since the house sale won't "record" until June 10th. (The paperwork has to go to Anchorage before it becomes official.) Anyway, Kodiak is turning out to be everything I expected it to be...

I've resubmitted my June 7th Administrative Leave with a justification (since Alberto denied it the first time).

I'll be interested to hear what PWA has to say about using Administrative Leave to supervise packing/loading of household goods. I certainly didn't want to be transferred to Kodiak, so it would be an additional slap-in-the-face to deplete my annual leave for a "required" ARS-initiated event. It also would discriminate against unmarried employees who have no spouses to supervise the process. Please let me know what they decide, since I'll be requesting Admin Leave again to receive my household goods. I used annual leave yesterday to pick up my personal vehicle and turn in my rental car (\$250 rental, which won't be reimbursed by ARS). This move has been hard on my budget (and Kodiak is a place where everything costs about 10% more to begin with).

Let me know what PWA decides. Thanks.

CKB

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**From:** Contento, Janis  
**Sent:** Wednesday, June 09, 2010 2:05 PM  
**To:** Bower, Cindy  
**Subject:** RE: Your Admin time

Hi Cindy,

Thanks for your email.

For your June 2<sup>nd</sup> administrative time, I'm asking PWA/HQ for clarification.

For your June 7<sup>th</sup> administrative time off, please insert your justification in your leave requested form (as stated below or as much as you can) in WebTA under comments.

How did the cats do on the trip? Hopefully, they are feeling better with their feet on the ground. That's good news that you're in permanent housing. It's been rainy here complete with lightning, thunder, and hail. It certainly speeds me up on my bicycle!

I'll be in touch. jc

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**From:** Bower, Cindy  
**Sent:** Tuesday, June 08, 2010 8:21 AM  
**To:** Contento, Janis  
**Cc:** Philibert, Juli  
**Subject:** FW: Your Admin time

Good morning Janis,  
I have been asked to justify my administrative leave on June 2nd:

I was required to be at my Fairbanks house watching the movers pack and load my household goods. (During the movers breaks and lunch, I actually "teleworked" using my computer and home internet connection.) The "not for packing and unpacking" message below refers to personal packing and unpacking and does not cover official handing of my household goods, since the movers were required to pack between 08:00 and 5:00 on a weekday, and I was required to be present while they were packing.

I also requested administrative leave yesterday (June 7th) to handle housing paperwork, new PO box, insurance change-over, banking address change, money transfer, and other important issues (e.g. garbage, sewer, water) that could only be handled in person during business hours. The good news is that I was incredibly efficient and will (likely) not require any more admin leave. I also am in permanent housing and will only have required 4 days of lodging and per diem. I've been a great steward of ARS money during this transfer!

My computer (shipped by ARS) arrived. Now we're just waiting for lab benches and equipment. Anyway, all is well. I hope you're having a nice day up there in Fairbanks, too.

CKB

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

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**