

	LOM 1.18 Absence Notification and Appointment of Deputies-Key Management	
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1.18 Absence Notification and Appointment of Deputies-Key Management

1.18.1

Key management is defined as the Division Director, Assistant Division Directors, Laboratory Directors, Technical Leaders, and Unit Supervisors.

1.18.2

Key Management shall appoint individuals to serve in an acting capacity in their roles if an absence is more than one working day.

1.18.2.1

An absence generally applies to annual leave, sick leave or out of state travel for work-related activities. In-state travel for work-related activities is not generally considered an absence.

1.18.3

In the event of an absence, Laboratory Directors and Unit Supervisors shall notify their direct reports through email or internal memorandum, copying their immediate supervisor, indicating the dates of their absence and the individual(s) appointed to the acting role.

1.18.4

In the event of an absence, Technical Leaders shall notify their discipline Unit Supervisors through email or internal memorandum, copying their immediate supervisor. The Assistant Division Director-Quality Assurance Manager shall serve as the discipline Technical Leader during their absence.

1.18.5

In the event of an absence, the Assistant Division Directors and Division Director shall notify each other via email or internal memorandum indicating the dates of their absence. During absences of either Assistant Division Director, the remaining Assistant Division Director shall automatically fill the role of the absent Assistant Division Director. In the event both Assistant Division Directors are absent during the same time period, the Division Director shall fill both roles. During absences of the Division Director, an internal memorandum or email notifying the Bureau Commander and Assistant Division Directors of the dates of absence and selection of Acting Division Director shall be created.