



*Office of the Associate Director  
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## **Waiver on Use/Lose Vacation Accruals for Pit Manufacturing and Certification Workers**

The Pit Manufacturing and Certification Project at Los Alamos National Laboratory is designed to restore the Nation's capability to manufacture and certify nuclear weapons. As such, it is one of NNSA's top priorities. We are facing a near-term milestone in this project to manufacture a certifiable pit, Qual 1, by April 2003. To ensure our ability to meet this crucial milestone, we have had to place significant demands on the limited number of personnel with directly applicable skills and abilities to execute the necessary work. The personnel working in this project have stepped up to the challenge and have placed many things on hold, both professionally and personally. In recognition of this, approval has been secured from DOE for a waiver on the normal caps for vacation accruals.

Effective November 1, 2002, a Waiver on Use/Lose Vacation Accruals for Pit Manufacturing and Certification Workers is being implemented for eligible University of California employees in C-AAC, C-ACT, ESA, HSR-1, MST, and NMT. Under this waiver, full-time regular UC employees supporting the Pit Manufacturing and Certification Project will be allowed to carry over vacation in excess of the currently imposed maximum limitations in Appendix A of the Prime Contract between DOE/NNSA and the University of California.

The eligibility requirements are as follows:

- Full-time regular UC employees, including managers, in the organizations C-AAC, C-ACT, ESA, HSR-1, MST, and NMT. Note: Contract employees are not eligible.
- At least 25 percent of the employee's effort is in the Pit Manufacturing and Certification Project, as identified by group-level management.

Eligible workers will have from November 1, 2002 until September 30, 2003 to accrue beyond the maximum limits. Then they will have until April 1, 2005 to use or lose the amounts accrued above the cap. Note: Laboratory employees who move off the project will be able to use any amounts already accrued above the cap up to six months after leaving the project, or by April 1, 2005, whichever comes first.

HR-WEM, in collaboration with HR and BUS Divisions, will be responsible for administering this program. BUS/Payroll will implement the program on the Laboratory's Payroll System.

C-AAC, C-ACT, ESA, HSR-1, MST, and NMT managers are responsible for identifying eligible employees and submitting monthly updates to HR-WEM. Managers should plan ahead to ensure that appropriate staffing remains in place through the duration of this waiver, that is, through April 1, 2005.

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Employees are responsible for accurately reporting time and attendance, and following their group's procedures when requesting leave.

The Laboratory is committed to the successful implementation and administration of this Program. For more information on the program, see the attached list of *Frequently Asked Questions*. If you have any questions and/or comments, please submit them to [rmpurson@lanl.gov](mailto:rmpurson@lanl.gov). Thank you in advance for your contribution to this effort.

Enclosure: Frequently Asked Questions

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