

1-3. RIF PLANNING

b. Alternative actions. Granting excused absence to employees in a RIF situation so they may interview for other jobs is a matter of discretion on the part of each Departmental Officer and Head of an Operating Administration. If excused absence is granted in this circumstance, the amount should be reasonable as determined by the employee's supervisor or other appropriate organization official.

c. Equal Employment Opportunity (EEO) considerations. In planning and conducting a RIF, it is important to bear in mind the potential impact on handicapped, minority and female employees. Managers are responsible for giving consideration to the EEO impact when deciding whether to abolish positions, use vacancies, or waive qualification requirements. Managers are not excused from following RIF laws and regulations when such considerations are made.