



Minnesota Federal Executive Board

5600 American Blvd., West, Bloomington, MN 55437-1461

(612) 713-7200

Facsimile (612) 713-7203

www.minnesota.feb.gov

TO: All Agency Heads and Postal Service Officials, Twin Cities Metropolitan Area

FROM: Robert DeWitt, Chair, Federal Executive Board of Minnesota

SUBJECT: Fiscal Year 2013 FEB All Hazards Policy for Federal Agency Non-Emergency Employees in the Minneapolis/St. Paul Metropolitan Area

The following policy is the latest revision of the previous Federal Executive Board (FEB) policy regarding notifying the Federal Community of emergencies including terrorism activities and/or potentially hazardous weather situations. ALL PREVIOUS POLICIES ARE VOID. This statement is an effort to clearly define the roles of the Federal Executive Board and individual agencies to responding to emergencies including hazardous weather and man-made situations.

The FEB will serve as a central point for gathering accurate information and disseminating it to agencies regarding emergency situations including potentially hazardous weather conditions in the Twin Cities metro area. We will do this by consulting with relevant Federal, State and Local Governmental agencies. We will then communicate this information via the FEB website, FEB email, Send Word Now notification system and other internal communications and media sources depending on circumstances and time of the emergency or onset of hazardous conditions. **Federal agencies outside the metro area should follow your own system developed by your managers or the public recommendations for Minnesota State Agencies/Employees.**

Emergency Situations may include:

- Local or Regional DHS NTAS Imminent Threat Alert (highest)
- Widespread power outages affecting Federal government installations
- Other emergency situations, terrorism and man-made disasters
- Pandemic influenza outbreak or other widespread public health emergencies

Hazardous weather conditions may include:

- Deep snow with capability for prolonged blocking of traffic
- Intense icing conditions on highways or streets
- Treacherous winds or continuing high velocity gusts
- Floods
- Tornado Warnings or extensive post-Tornado damage

The FEB will announce a recommendation for dismissal and closing procedures, based on the terms used by the U.S. Office of Personnel Management's status of government operations. Once informed of this information and recommendation, agencies will be

responsible for invoking their own emergency/hazardous weather policies for their *Non-Emergency Federal Personnel*. Decisions such as whether to dismiss or not dismiss Non-Emergency Federal Employees remain within an individual agency's discretion.

The best way to check on the status of any FEB Emergency and/or Weather Warning is to check the FEB Website www.minnesota.feb.gov (or www.doi.gov/febtc). Select and click on the snowman/tornado icon on the opening webpage to check if any warning is in force for Non-Emergency Employees. Another means to check on the status of a warning is to call the FEB Weatherline at (612) 713-7333. DO NOT CALL ANY OTHER FEB TELEPHONE NUMBER AS THE MESSAGE WILL ONLY BE LEFT ON THE WEATHERLINE (612) 713-7333. If internet/telephone service is disrupted, all agencies and employees should listen to WCCO-AM Radio Station 830 (AM) for our message. These procedures apply to morning or daytime warnings.

We request that all of your Non-Emergency Federal Employees are fully informed as to your agency's emergency and hazardous weather policy on a timely basis.

The message broadcast is the following:

"The Federal Executive Board has been advised that (weather conditions/the current emergency situations) are such that all Non-Emergency Federal Employees in the Twin Cities Metropolitan Area should follow their agency's policy on (reporting to work/early dismissal)."

Should you have any further questions regarding the FEB's Emergency/Hazardous Weather Warning Policy, please call the FEB Office at (612) 713-7200.

Attachments:

- U.S. DHS National Terrorism Advisory System (replaced the previous DHS color code alert system)
- Emergency Communication Plan for Hazardous Weather Coordination and Possible Work Disruptions, with Recommendations



U.S. Department of Homeland Security – NTAS



NTAS: National Terrorism Advisory System
www.DHS.gov/alerts

Report suspicious activity
to local law enforcement
or call 9-1-1 in case
of emergency.

if you
SEE
something
SAY
something™



NTAS
National Terrorism Advisory System
www.DHS.gov/alerts

If You See Something Say Something™ used with permission
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**Emergency Communication Plan for Hazardous
Weather Coordination and Possible Work
Disruptions**

**For Federal Agencies in Minnesota Twin Cities
Metropolitan Area**

FY 2013

Developed in accordance with Office of Personnel Guidelines

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INTRODUCTION

OUTLINE AND PURPOSE:

This Emergency Communications Plan (herein referred to as the Plan) outlines the Minnesota Federal Executive Board's (FEB) procedures. The plan identifies responsibilities and provides interagency communication strategies that can be used by Federal Agency leaders in the Minnesota Twin Cities Metropolitan Area for workforce planning purposes. It also provides guidelines on designating emergency personnel, along with pay and leave policies, as developed by the US Office of Personnel Management (OPM).

The Telework Enhancement Act of 2010 (the Act) defines "telework" or "teleworking" as a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. Agencies should incorporate telework arrangements into their agency emergency planning so that employees who would prefer to telework in the event of such an emergency, and who could perform duties from an alternate location, may do so. Two years ago, OPM introduced the unscheduled telework option as a way for agencies and employees to maintain productivity and continuity of operations during weather events and other emergencies without compromising the safety of our employees or the general public. This flexibility was developed in recognition of our evolving use of technology and increased use of telework and other workplace flexibilities. The unscheduled telework option allows Federal employees to telework during various weather events and other emergencies.

Employee participation in the telework program is voluntary. An agency may not compel an employee to participate in telework, even if the duties of the position make that employee "telework eligible." Therefore, an agency should never force an employee (who either does not wish to telework or is not eligible to telework) to sign a telework agreement to avoid providing excused absence to that employee on a day when Federal offices are closed to the public. Both employee participation and the signing of a telework agreement must be voluntary.

The following guidelines are suggested for situations that hinder significant numbers of employees in the Minnesota Twin Cities Metropolitan Area from reporting for work on time, or which require agencies to close all or part of their activities. These situations include adverse weather conditions (snow emergencies, severe icing conditions, floods, and tornadoes,) air pollution, disruption of power and/or water, and other emergency situations that would disrupt Government operations.

It is important for all Federal agencies affected by the same emergency conditions to try to coordinate, to the maximum extent possible, their plans for normal business operations, or the release/excusals of their employees, as well as appropriate leave policies to protect the wellbeing of Federal employees and customers. ***This coordinated effort promotes equitable treatment of employees, avoids confusion, lessens traffic congestion and reduces hazards inherent in some situations.***

Agency-Specific Emergencies: For agency-specific emergencies, OPM continues to believe that each agency is in the best position to determine the appropriate course of action. For example, power outages or flooding in a particular building could affect one or several facilities without requiring all agencies to take action. Agencies have the authority to release employees and/or close individual

facilities to the public on a localized, building-by-building basis. Each agency should have a method for communicating and updating operating status announcements to employees as part of the agency's emergency procedures. The U.S. Office of Personnel Management (OPM) issued revised Washington, DC, Area Dismissal and Closure Procedures December 5, 2011 (<https://www.opm.gov/oca/compmemo/dismissal.pdf>).

New OPM Operating Status Announcements to Improve Emergency Tool Kit: Learning from the past year's widely varied emergency events, OPM considered how to better reflect unexpected emergency situations. A 5.8 magnitude earthquake is different from a snowstorm at night, and a snowstorm at night is different from a snowstorm in the middle of the workday. Each must be handled differently. After coordinating with our stakeholders, OPM is adding three new announcements to its emergency tool kit which includes a staggered early departure with final departure time, immediate departure, and shelter-in-place. OPM believes that these additional announcements will give us the flexibility we need to respond appropriately to unfolding events.

The purpose of this Emergency Communications Plan is to coordinate plans for normal business operations, or plans for the release/excusal of employees from Federal offices and activities due to snow, ice accumulations, flooding, or tornadoes. The notification procedures outlined may also be used for other types of announcements affecting Federal employees (such as extra Christmas holiday leave granted by Presidential Order).

SCOPE OF THIS PLAN:

Although each Federal agency is responsible for the safety of its employees and the Continuity of Operations, this guide assists Federal agencies in Minnesota with obtaining and coordinating relevant information that can be readily shared among Federal agencies and used for decision-making relative to the Federal workforce.

This Plan is relevant for all executive agencies located in the Minnesota area. Recommendations/coordination made by the Minnesota Federal Executive Board DO NOT pertain to agency personnel who have been designated as "emergency essential."

The Plan does not replace Federal agencies' individual emergency plans or building occupant emergency plans, but rather complements them and serves as a resource for information-sharing and uniform decision-making. The Plan was developed to mirror the procedures cooperatively outlined by the US Office of Personnel Management, the US General Services Administration and DHS / FEMA in the "Federal Workforce Release Decision and Notification Protocol" for the National Capitol Region.

Terms Identified for Emergency Notification:

Our FEB suggests utilization of the newly developed terms identified in the New OPM Operating Status Announcements to Improve Emergency Tool Kit. A table is provided at the end of this plan identifying each term and the corresponding leave considerations.

IMPLEMENTATION

Hazardous Weather

The National Weather Service (NWS) will advise the Federal Executive Board's (FEB) Executive Director of hazardous weather situations and provide advisories for other weather-related issues, such as tornadoes. This notification is usually made when warnings of snow or accumulations of ice have been issued. These forecasts or reports of snow and/or ice storm conditions are usually the basis for which telephone notification procedure becomes operational.

After consultation with the NWS, the FEB Executive Director will make advisory information available to affected Federal establishments when conditions indicate an early dismissal situation.

When hazardous conditions develop during the night or before normal duty hours, the NWS will contact the FEB Executive Director (or designated alternate) to advise him/her of the situation. The Executive Director or designated alternate will contact agency heads providing 24/7 contact information and *make information available regarding weather conditions on the Voice Mail recording of the FEB Office number, (405) 231-4167. In all cases, the final decision to dismiss employees or close offices will be made by the head of each agency and installation in the local area.*

Employees should be advised of the notification procedures within their employing agency. Radio and/or television announcements of agency closings do not substitute for personal communications with agency officials. *Agency heads or a designee are asked to notify the FEB Office of closings; this allows information sharing across agencies so that a coordinated approach can be accomplished. In all cases, the final decision to dismiss employees or close offices will be made by the head of each agency and installation in the local area.*

All other Emergencies

In the event of any other situation, the Federal Executive Board will coordinate emergency and other interagency actions, including communications to ensure Federal agencies receive updated information regarding initiatives and events that affect the Federal community. *The FEB will maintain a list of emergency contacts within the Federal community (as well as alternates) with off-duty contact information for use in the event of other emergencies.* This information will not be published or distributed; however, will be made available to 'responding' Federal agencies, if determined appropriate in the event of a disaster.

NOTIFICATION PROCESS:

The Minnesota FEB collects and maintains a database of emergency contact information for each local agency head and their deputy or other designated official for use in the event of a widespread emergency during work and/or non-work hours. This information is used only in the event of a widespread local or national emergency. The Executive Director will hold this information securely at all times.

Participation in this notification process is voluntary. In order to ensure and maintain an executive-level exchange, communications are designed for Federal agency heads, deputies, or designated alternates only. The designated official should have decision-making authority relative to the Federal workforce. Each agency is requested to submit a minimum of two points of contact.

In the event of a localized emergency, the Minnesota FEB considers it prudent to notify all of our agency contacts of the issue regardless of whether they are personally affected or not. This will make federal leaders aware of situations in the area and throughout the state in an effort to avoid rumors among employees, particularly if there is media coverage. It is also helpful should the situation become more widespread.

NOTE: It is not appropriate to delegate this agency responsibility to Facilities or Building Managers, COOP planners, or contractors and other non-Federal employees.

Notifications will be activated by collective agreement among the Minnesota FEB leadership and only during those cases deemed as emergency. Scheduled and spontaneous tests will take place throughout the year on all systems to ensure that they are working.

Leave Issues regarding Emergency Situations:

In addition to the leave considerations outlined in the table at the end of this document, the following guidance is provided by the US Office of Personnel Management (OPM):

Emergencies before the Workday Begins: According to OPM regulations on leave, agencies may excuse an employee without loss of pay or charge to leave (i.e., grant a reasonable amount of excused absence) if the employee is unavoidably delayed in arriving for work. Factors such as distance, availability of transportation, the need to make alternative child care arrangements, and the success of other employees in similar situations should be considered in determining the amount of excused absence to grant. *However, employees have no entitlement to excused absence.* Agencies must notify employees of the procedures to be followed in this situation.

Emergencies During Normal Work Hours: When an event causes agencies to close during the work day, agencies may excuse an employee without loss of pay or charge to leave (i.e., grant a reasonable amount of excused absence) to avoid hardships, e.g., when younger children are released from school/child care centers earlier than the announced dismissal time and no alternative forms of child care are available. However, employees have no entitlement to excused absence. Agencies must notify employees of the procedures to be followed in these situations.

No Additional Pay or Paid Time Off for Employees Who Must Work: Employees who are required to work on site (e.g., at the office) or telework during their regular tour of duty on a day when Federal offices are closed to the public (or when other employees are authorized a delayed arrival or an early departure) are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly scheduled non-overtime hours.

Failure to Work: An emergency employee is required to work on a day when Federal offices are

closed to the public (or when OPM has authorized a delayed arrival or an early or immediate departure), and for such an employee, the day is a workday and normal time and attendance rules apply.

A telework-ready employee may be required to work (based on agency policies and individual telework agreements, which may be subject to any applicable collective bargaining requirements) on a day when Federal offices are closed to the public (or when employees working at the office receive either a delayed arrival or an early departure announcement), and for such an employee, the day is a workday and normal time and attendance rules apply.

However in unique situations, an agency may determine that circumstances justify granting excused absence to an emergency employee or a telework-ready employee (required to work based on agency policies and telework agreements, which may be subject to any applicable collective bargaining requirements), and such an employee may be granted excused absence (administrative leave) by the agency. This could occur, for instance, if weather conditions make it impracticable or dangerous for an emergency employee to travel to the worksite, or if power outages or network connection problems prevent telework.

If an employee who is required to work fails to report for work without adequate reason for his or her absence, the agency may place the employee on absence without leave (AWOL), and the employee may potentially be disciplined for AWOL by the agency. Each agency is responsible for determining whether the employee has adequate reasons for his or her absence.

Employees who are not designated as emergency employees or not required to telework should be granted excused absence when their office is closed to the public and they are prevented from working due to the emergency. However, excused absence should not be granted to employees on (1) leave without pay, (2) official travel, or (3) a flexible or compressed work schedule day off.

ADDENDUM: FEDERAL EXECUTIVE BOARD RESPONSIBILITIES

Federal Executive Boards were established on November 10, 1961 by Presidential Memorandum. As outlined in *Part 960 of Title 5 of the Code of Federal Regulations*. “Federal Executive Boards shall be responsible for... emergency operations, such as under hazardous weather conditions, responding to blood donations needs, and communicating related leave policies.” (Reference: 5 CFR Part 960.107.) Subsequent policy memorandums issued by the Director, US Office of Personnel Management have requested that Federal Executive Boards, nationwide, play a critical role in emergency preparedness and response from a workforce planning perspective in their communities.

As a central management agency of the United States Federal government, the US Office of Personnel Management includes Federal Executive Boards in its national communications plan during times of national emergencies and local crises. Their plan calls for “immediate notification of changes to the operating status of the government to...Federal Executive Boards and other key Federal and local authorities...” (Reference: Federal Manager’s Decision Maker’s Emergency Guide. 2002 available at www.opm.gov) The US Office of Personnel Management and the US Department of Homeland Security at the headquarters level have identified the FEB network, nationwide, as an integral resource for information about government-wide operations following an emergency. (Reference – February 14, 2002 Memo) *Due to the diverse geographical area covered by the Minnesota FEB, as well as the diversity of agency missions, our chosen role in emergency decisions and notifications is that of providing a “recommendation” based on up-to-date, consistent, and accurate information from our FEB members.*

These procedures are based on the principle that the business of the Federal Government is vital to serving the public everywhere. No provision of these guidelines may be applied in contravention of contractual agreements; agency instructions or guidelines; Comptroller General Rulings; or other pertinent controlling policies, authorities and instructions governing the granting of annual leave or authorization of excused absence without charge to leave during emergency situations. Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements or other controlling policies, authorities, and instructions. The purpose of this strategy is to provide **information** when an emergency situation arises. Agencies are encouraged to follow these procedures; however, agencies continue to have the responsibility for discretionary authority to determine normal business operations, grant a reasonable amount of excused absence for individual hardships or circumstances unique to an employee. For example, factors such as distance, availability of transportation, or available alternatives to childcare or eldercare may be considered. *In all cases, the final decision to dismiss employees or close offices will be made by the head of each agency and installation in the local area.*

The Minnesota FEB will:

- Strive to provide Agency heads with accurate, up-to-date, and consistent information received from the National Weather Service and State and Local government agencies so that informed decisions can be made about agency operations;
- Maintain a database of emergency contact information for local agency heads and their designated alternates and update on a yearly basis;
- Provide regular status reports to the US Office of Personnel Management’s 24 Watch Center (202-4180111) and DHS / Federal Protective Service’s 24 hour Mid Atlantic Mega Center (800 525-5726,) when necessary;
- Distribute OPM, Administration, and other guidance as appropriate.

ADDENDUM: AGENCIES' RESPONSIBILITIES

1. Agencies should establish policies and procedures to include revising and updating employees' written telework agreements and incorporation of such agreements into emergency planning, including updating internal agency announcements.
2. Agencies should develop explicit procedures in advance that employees may use during emergencies to notify their supervisors promptly of their intent to use unscheduled leave or perform unscheduled telework (if telework-ready) prior to the start of the workday or as soon as practicable. Agencies should also develop similar procedures for employees to request unscheduled leave when an early departure with either a staggered or final departure time or an immediate departure after the workday has already begun.
3. At least annually, agencies should identify emergency employees (including COOP employees) and notify them in writing. The written notice should include the requirement that emergency employees report for work or remain at work (or work at home or report to an alternative worksite) when Government operations are disrupted and an explanation that announcements of unscheduled leave/unscheduled telework, delayed arrival, early or immediate departure, or Federal offices are closed to the public do not apply to them unless they are instructed otherwise. For telework-ready employees, requirements should be explicit in the telework agreements. If an agency determines that certain circumstances may require non-emergency employees to report for work or remain at work when Government operations are disrupted, the agency should establish a procedure for notifying them individually.
4. To implement and/or maintain telework readiness, agencies should continue to (1) review their current telework policies to ensure that telework is integrated as part of the flexibilities permitted during disruption of normal operating procedures; (2) ensure that the IT infrastructure is in place to allow large numbers of employees to telework simultaneously; (3) establish new situational (ad-hoc) telework arrangements for employees who can telework, and wish to do so on a situational (ad hoc) basis, but typically do not; and (4) permit or require all employees who can telework, and wish to do so on at least a situational (ad hoc) basis, to practice it regularly and frequently to maintain effectiveness and ensure functionality.
5. Agencies are encouraged to expand their policies, procedures, and telework agreements, subject to any applicable collective bargaining requirements, as applicable, so that when Federal offices are closed to the public, employees with telework agreements will be expected to work on those days rather than be granted excused absence (administrative leave). Agencies and employees should take into account the quid-pro-quo benefits of telework. That is, telework is an option to maintain work productivity without compromising employee safety, and telework is an option available all year long to help employees balance personal and work needs.
6. Agencies must establish policies for the use of unscheduled telework. Using telework as an option when unscheduled leave/unscheduled telework or delayed arrival announcements are made will likely be more frequent than when announcements are made to close Federal offices to the public. For the majority of announcements, it is expected that telework will be an available flexibility to allow telework-ready employees to avoid lengthy commutes or use leave unnecessarily.
7. For employees who are expected to telework when Federal offices are closed to the public, it is imperative that they have the opportunity to telework on a regular basis to ensure that they will be able to function effectively and efficiently.

8. Agencies must notify employees that if they are required to report for work and fail to do so, they will be charged absence without leave (AWOL) for the period not worked and may potentially be disciplined for AWOL upon further determination by the agency. In unique situations, an agency may determine that circumstances justify excusing emergency employees or non-emergency employees from duty, and they may be granted excused absence administrative leave.
9. Agencies are responsible for determining dismissal policies, emergency procedures, and leave policies for employees on shift work and alternative work schedules (i.e., flexible or compressed work schedules) and for informing employees of these policies. Agencies should consult OPM's Handbook on Alternative Work Schedules (see information on "Excused Absence" in the "Flexible Work Schedules" section) to determine the "normal arrival and departure times" of employees on flexible schedules. The handbook is available on OPM's website at <http://www.opm.gov/oca/aws/index.htm>
10. Agencies should have shelter-in-place plans developed to use during certain emergencies. These plans should be communicated clearly to their employees and tested periodically.
11. During an agency-specific closure or dismissal, agencies should have their own methods for communicating and updating their status of operations to employees. These methods could include agency website notices, emergency call-in phone numbers, phone trees, automated emails, media announcements, etc.

Additional Resources for Emergency Guidance

In any emergency situation, Government operations may be disrupted for extended periods. OPM has provided numerous resources to enable Federal agencies to continue functioning effectively during an emergency situation. This information is available at <http://www.opm.gov/emergency>. In addition, the following information, available on OPM's website, offers further guidance on continuing operations during extended emergencies:

Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Emergencies or Other Emergency Situations

[http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies\(PayAndLeave\).pdf](http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies(PayAndLeave).pdf)

Emergency Situations That Prevent Employees from Reporting for Work

<http://www.opm.gov/oca/compmemo/2003/PreventEmpsReportingforWork.asp>

Emergency Situations That Restrict Employees to Their Agency's Premises ("Shelter in Place")

<http://www.opm.gov/oca/compmemo/2003/ShelterInPlace.asp>

Furloughs Due to Extended Emergencies

<http://www.opm.gov/oca/compmemo/2003/Furloughs.asp>

Telework.Gov – Emergency Planning

http://www.telework.gov/guidance_and_legislation/emergency_planning/index.aspx

ADDENDUM: GUIDANCE FOR EMPLOYEES

Employees should contact their agencies to request annual leave, leave without pay, and/or use of earned compensatory time off or credit hours when an “unscheduled leave” policy is announced. Agencies should notify their employees of the procedures for making such requests.

Employees must be aware that those positions identified as “emergency” may vary depending on the emergency situation. An agency’s response can depend on the nature of the emergency, nature of agency mission, and the emergency location. There may be a need for identifying different categories of emergency personnel.

Employees are encouraged to familiarize themselves with the procedures that have been put into place at their agency, as well as the means of notification that an agency will use to inform and instruct employees.

Employees are encouraged to develop personal family plans for use during times of emergency. These plans should outline *in advance* what should be done in an emergency. Be prepared to assess the situation, use common sense and whatever you have on hand to take care of yourself and your loved ones. Think about the places where your family spends time: school, work and other places you frequent. Ask about their emergency plans. Find out how they will communicate with families during an emergency. If they do not have an emergency plan, consider helping them develop one. The US Department of Homeland Security hosts a web site to provide guidance to the general public for all sorts of emergency situations. (Source: www.ready.gov)

ADDENDUM: TERMS, DEFINITIONS AND LEAVE CONSIDERATIONS

STATUS OF FEDERAL GOVERNMENT OPERATIONS

The U.S. Office of Personnel Management (OPM) utilizes the following announcements when a disruption occurs before or during the workday. These terms are also encouraged for federal agencies in the field for term familiarization and consistency.

1. OPEN

“Federal agencies in the Washington, DC, area are **OPEN**.”

Employees are expected to report to their worksites or begin telework on time. Normal operating procedures are in effect.

Employees account for their hours of work by **WATS**:

- Working at a worksite in the DC area,
- Alternative work schedules (AWS) day off,
- Teleworking, or
- Scheduled leave or other paid time off.

2. OPEN WITH OPTION FOR UNSCHEDULED TELEWORK

“Federal agencies in the Washington, DC, area are **OPEN** and employees have the **OPTION** for **UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**.”

Employees must notify their supervisor of their intent to:

- Take unscheduled leave; or
- Perform unscheduled telework as defined in the employee’s individual telework agreement, and as permitted by their agency’s policies, procedures, and collective bargaining agreements.

Employees *scheduled to telework on the day of the announcement* are expected to begin telework on time or request unscheduled leave.

Emergency employees are expected to report to their worksite on time unless otherwise directed by their agencies.

3. OPEN – XX HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK

“Federal agencies in the Washington, DC, area are **OPEN** under **XX HOUR(S) DELAYED ARRIVAL** and employees have the **OPTION FOR UNSCHEDULED LEAVE OR**

UNSCHEDULED TELEWORK. Employees should plan to arrive for work no more than XX hour(s) later than they would be expected to arrive.”

Non-Emergency Employees:

- **Excused Absence:** Non-emergency employees who report to their offices will be granted excused absence (administrative leave) for up to XX hour(s) past their expected arrival time.
- **Use of Unscheduled Leave:** Non-emergency employees may notify their supervisors of their intent to (1) use earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (2) use leave without pay; or (3) request to use their flexible work schedule day off or rearrange their work hours under flexible work schedules.

Telework-Ready Employees who are regularly scheduled to perform telework or who notify their supervisors of their intention to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday in accordance with their agency’s policies and procedures, subject to any applicable collective bargaining requirements.

Pre-approved Leave Employees on pre-approved leave for the entire workday or employees who requested unscheduled leave for the entire workday should be charged leave for the entire day.

Emergency Employees are expected to report to their worksites on time unless otherwise directed by their agencies.

4. OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE

“Federal agencies in the Washington, DC, area are **OPEN**. Employees should depart **XX HOUR(S)** earlier than their normal departure times and may request **UNSCHEDULED LEAVE** to depart prior to their staggered departure times.”

Non-emergency Employees:

- **Excused Absence:** Non-emergency employees will be dismissed from their offices XX hour(s) early relative to their normal departure times and will be granted excused absence (administrative leave) for the number of hours remaining in their workdays.
- **Departure Prior to Early Dismissal Time:** Non-emergency employees who depart prior to their staggered early departure times may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted excused absence.
- **Telework-Ready Employees** performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday or the remainder of the workday, as applicable, in accordance with their agency’s policies and procedures, subject to any applicable collective bargaining requirements.
- **Pre-approved leave:** An employee on pre-approved leave for the entire workday or an employee who has requested unscheduled leave before an early departure policy is announced should continue to be charged leave for the remainder of the workday.

Emergency Employees:

- **Emergency Employees** are expected to remain at their worksites unless otherwise directed by their agencies.

5. OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE – ALL EMPLOYEES MUST DEPART NO LATER THAN XX:XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED TO THE PUBLIC.

“Federal agencies in the Washington, DC, area are **OPEN**. Employees should depart **XX HOUR(S)** earlier than their normal departure times and may request **UNSCHEDULED LEAVE** to depart prior to their staggered departure times. All employees **MUST DEPART** at no later than **XX:XX** at which time **FEDERAL OFFICES** in the Washington, DC, area are **CLOSED TO THE PUBLIC.**”

Non-emergency Employees:

- **Excused Absence:** Non-emergency employees will be dismissed from their offices early relative to their normal departure times or at the final departure time and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their early departure times or their final departure time.
- **Departure Prior to Early Dismissal Time:** Non-emergency employees who depart prior to their staggered early departure times or final departure time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted excused absence.
- **Pre-approved leave:** Employees on pre-approved leave for the entire workday or employees who have requested unscheduled leave before an early departure policy is announced should continue to be charged annual or sick leave for the entire day or remainder of the workday, as applicable.
- **Telework-Ready Employees** performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday in accordance with their agency’s policies and procedures, subject to any applicable collective bargaining requirements.

Emergency Employees:

- **Emergency Employees** are expected to remain at their worksites unless otherwise directed by their agencies.

6. IMMEDIATE DEPARTURE – FEDERAL OFFICES ARE CLOSED TO THE PUBLIC

“**IMMEDIATE DEPARTURE.** Employees should depart **IMMEDIATELY. FEDERAL OFFICES** in the Washington, DC, area are **CLOSED TO THE PUBLIC.**”

Non-emergency employees should depart immediately from their office. All non-emergency employees will be granted excused absence (administrative leave) for the number of hours remaining

in their workday unless they are: on official travel outside of the Washington, DC, area, on leave without pay, or on an alternative work schedule (AWS) day off.

Telework-Ready Employees performing telework must continue to telework for the entire workday or take unscheduled leave for the remainder of the workday, as applicable in accordance with their agencies' policies and procedures, subject to any applicable collective bargaining requirements.

Emergency Employees are expected to remain at their worksites unless otherwise directed by their agencies.

7. FEDERAL OFFICES ARE CLOSED TO THE PUBLIC

“FEDERAL OFFICES in the Washington, DC, area are **CLOSED TO THE PUBLIC.**”

Non-emergency employees (including employees on pre-approved paid leave) will be granted excused absence (administrative leave) for the number of hours they were scheduled to work unless they are: required to telework, on official travel outside of the Washington, DC, area, on leave without pay, or on an alternative work schedule (AWS) day off.

Telework-Ready Employees who are scheduled to perform telework on the day of the announcement or who are required to perform unscheduled telework on a day when Federal offices are closed to the public must telework the entire workday or request leave, or a combination of both, in accordance with their agencies' policies and procedures, subject to any applicable collective bargaining requirements.

Emergency Employees are expected to report to their worksites unless otherwise directed by their agencies.

8. SHELTER-IN-PLACE

“FEDERAL OFFICES in the Washington, DC, area are under **SHELTER-IN-PLACE** procedures and are **CLOSED TO THE PUBLIC.**”

Employees Located at Agency Worksite: All employees should follow their agency's emergency procedures for shelter-in-place. Employees should remain in their designated safe area until they are notified by agency officials that they may return to the office or leave the worksite.

Telework-Ready Employees performing telework are expected to continue working during the shelter-in-place, unless affected by the emergency or otherwise notified by their agencies.