

## EMERGENCY DISMISSAL AND CLOSURE INFORMATION AND GUIDANCE

The following information is provided to ensure that HRSA employees stay safe while continuing to perform their government work during emergency situations.

Please take a moment to familiarize yourself with OPM's and HRSA's emergency policies to ensure you will know what to do when an emergency occurs.

This information applies to HRSA employees who work in the Washington, D.C. area. Regional/field employees should follow instructions from their Regional Administrators or local management officials.

### OPM WILL MAKE THE FOLLOWING OPERATING STATUS ANNOUNCEMENTS:

- a. **Open** - Federal agencies in the Washington, D.C. area are open and employees are expected to report to their worksite or begin scheduled Telework on time.
- b. **Open with option for unscheduled leave or unscheduled Telework** - Excused absence (administrative leave) is not authorized. Non-emergency employees must notify their supervisor of their intent to use unscheduled leave or unscheduled Telework (if Telework ready). Non-emergency employees have the option to use (1) earned annual leave, compensatory time off, credit hours, sick leave, or leave without pay, as appropriate; (2) their flexible work schedule day off or rearrange their work hours under flexible work schedules; or (3) unscheduled Telework (if Telework ready). Also, refer to the Important Notes section below.
- c. **Open - XX hour(s) delayed arrival - with option for unscheduled leave or unscheduled Telework** – Non-emergency employees should plan their commute to arrive for work no more than XX hour(s) later than they would normally be expected to arrive. For example, if OPM announces a 2-hour delayed arrival policy, employees who normally would arrive at 8:00 a.m. should arrive for work no later than 10:00 a.m. Excused absence (administrative leave) will only be granted for up to the designated number of hours past their normal arrival time. Employees must notify their supervisor of their intent to use unscheduled leave or unscheduled Telework. Employees on pre-approved leave for the entire workday or employees who have notified their supervisors of their intent to use unscheduled leave for the day when a delayed arrival is announced, should be charged leave for the entire workday and not granted excused absence. Also, refer to the Important Notes section below.
- d. **Open - Delayed Arrival** - Employees should remain off the roads until XX:XX. Federal offices will open at YY:YY. Employees have the option for unscheduled leave or unscheduled Telework – Non-emergency employees should remain off the roads until the time designated by OPM, but should arrive at their offices before the announced opening time. For example, if OPM announces all employees should remain off the

roads until 9:00 a.m. and federal offices will open at 11:00 a.m., non-emergency employees should begin their commute no earlier than 9:00 a.m. and will receive excused absence (administrative leave) until 11:00 a.m. Employees who report to the office by the designated opening time will be granted excused absence (administrative leave) up until the time when federal offices are officially open. Supervisors, in unusual circumstances, may approve additional excused absence for tardiness beyond the designated opening time for personal hardship reasons (e.g., when there is no available public transportation, or alternative form of child/elder care, or the employee has health/medical limitations). Employees on pre-approved leave for the entire day, or employees who have notified their supervisors of their intent to use unscheduled leave when a delayed arrival is announced, should be charged leave for the entire workday and should not be granted excused absence. Also, refer to the Important Notes section below.

- e. **Open - XX Hour(s) staggered early departure** – Non-emergency employees who are at work should depart XX Hour(s) earlier than their normal departure times and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their early departure time. For example, if a 3-hour staggered early departure is announced, employees who work 8:30 a.m. until 5:00 p.m. would be expected to depart at 2:00 p.m. (i.e., the employees' staggered departure time). Employees may request unscheduled leave to depart prior to their authorized staggered departure times. Supervisors, in unusual circumstances, may approve additional excused absence for personal hardship reasons (e.g., when there is no available public transportation or alternative form of child/elder care, or the employee has health/medical limitations.) Employees who are on scheduled Telework that day must continue to Telework, take unscheduled leave, or a combination of both, for the entire workday. 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 leave for the entire workday or remainder of the workday, as applicable. Also, refer to the Important Notes section below.
  
- f. **Open - XX Hour(s) staggered early departure - employees must depart no later than XX:XX at which time federal offices are closed** – Non-emergency employees at work will be dismissed relative to their normal departure times and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their staggered departure time. All remaining non-emergency employees whose staggered departure times are later than the final departure time should depart from their office at OPM's designated final departure time. All employees who depart at the final departure time will be granted excused absence (administrative leave) for the number of hours remaining in their workday, even if it is more than the XX hour(s) provided in the OPM announcement. For example, if a 3-hour staggered emergency early dismissal is announced with a final departure time of 2:00 p.m., and an employee works 7:00 a.m. to 3:30 p.m., the employee should leave at 12:30 p.m. (i.e., the employee's early departure time). However, if an employee works 9:30 a.m. to 6:00

p.m., the employee should depart at 2:00 p.m. (OPM's designated final departure time) instead of the employee's staggered departure time of 3:00 p.m. In this case, the employee would receive 4 hours of excused absence (i.e., 2:00 to 6:00 p.m.). Employees may request unscheduled leave to depart prior to the official closing time. Supervisors, in unusual circumstances, may approve additional excused absence for personal hardship reasons (e.g., when there is no available public transportation or alternative form of child/elder care, or the employee has health/medical limitations). Employees on pre-approved leave for the entire workday, and employees who requested unscheduled leave prior to the early departure announcement, should continue to be charged leave for the remainder of the workday. Employees who are on scheduled Telework that day must continue to Telework, take unscheduled leave, or a combination of both, for the entire workday. Also, refer to the Important Notes section below.

- g. **Immediate Departure - federal offices are closed** – Non-emergency employees at work should depart immediately. Excused absence (administrative leave) will be granted for the number of hours remaining in their workday, unless they are (1) on previously approved leave – including employees who depart before an immediate departure announcement is made, (2) on official travel outside of the Washington, D.C. area, (3) are on leave without pay, or (4) on an alternative work schedule (AWS) day off. If an employee is scheduled to return from leave after an immediate departure is announced, the employee should be charged leave for the period prior to the immediate departure time and granted excused absence for the remainder of the workday following the immediate departure time. Employees who are on scheduled Telework that day must continue to Telework, take unscheduled leave, or a combination of both, for the entire workday. Also, refer to the Important Notes section below.
  
- h. **Federal Offices are Closed – Emergency and Telework-ready employees must follow their agency's policies** - 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 (1) on official travel outside of the Washington, D.C. area, (2) on an alternative work schedule (AWS) day off, or (3) on leave without pay. In addition, Telework-ready employees, who are scheduled to perform Telework on the effective day of the announcement, or who are required to perform Telework on a day when Federal offices are closed, must Telework the entire workday, request unscheduled leave, or do a combination of both. Employees who are not Telework-ready may not Telework. Supervisors may require Telework-ready employees to Telework according to collective bargaining agreements. Other Telework-ready employees may notify their supervisors of their intent to Telework. Also, refer to the Important Notes section below.
  
- i. **Shelter-in-Place** - Excused absence (administrative leave) is not authorized. However, employees, who are prevented from entering agency worksites due to shelter-in-place procedures, should be granted excused absence for the duration of the announcement.

Employees (and visitors) must remain in the office or take immediate shelter in a readily accessible interior location to protect themselves. Employees (and visitors) must follow HRSA emergency procedures and remain in their designated safe area until they are notified by officials that they may return to the office or leave the worksite. Telework-ready employees who are performing Telework are expected to continue working during the shelter-in-place unless affected by the emergency or otherwise notified by officials. Also, refer to the Important Notes section below.

### **IMPORTANT NOTES:**

1. Although severe weather conditions are the reason for most of the building closures, delayed arrivals, and early dismissals in the Washington, D.C. area, these procedures apply to any kind of emergency (e.g., national security situations, power outages, water main breaks, etc.).
2. **Emergency employees** are expected to report to their worksite, unless otherwise directed by an agency official.
3. Non-Emergency Employees **must** notify their supervisor of their intent to:
  - a. Use earned annual leave, compensatory time off, credit hours, sick leave, or leave without pay, as appropriate. Employees who request unscheduled leave prior to an OPM emergency announcement, should be charged leave for the entire workday;
  - b. Use their flexible work schedule day off, or rearrange their work hours under flexible work schedules (AWS); or
  - c. Use unscheduled Telework (if the employee is Telework-ready).
4. Telework-ready means that the employee has: (a) a current written Telework agreement in place; (b) successfully completed Telework training; (c) the appropriate equipment (i.e., a computer, Internet connection, etc.) at the alternate worksite; and (d) enough work that can be performed at the alternate worksite for the employee's entire workday.
5. Telework-ready employees, who are regularly **scheduled** to Telework on the day of the emergency, are **required to work** the entire day according to their approved work schedule, take unscheduled leave, or a combination of both.
6. Non-emergency employees, who are **required to work** during their regular tour of duty on a day when federal offices are closed (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 their regularly scheduled non-overtime hours.

7. Non-emergency employees, who wish to Telework even though they are not scheduled to Telework, must be prepared to work for the entire workday, take unscheduled leave, or a combination of both.
8. Telework-ready employees who have government-furnished laptops, and who are scheduled to work on the day during which inclement weather is anticipated, will be expected to take their government-furnished laptop home prior to the date on which inclement weather is anticipated.

Likewise, Telework-ready employees, who are not scheduled to Telework on the day of the inclement weather, but who would like to Telework that day instead of requesting leave, should ensure that they have their government-issued laptops at their approved alternate worksite.

9. Employees and supervisors should consult *OPM's Handbook on Alternative Work Schedules (AWS)* to determine the "normal arrival and departure times" of employees on flexible work schedules. When federal offices are closed on the employee's regular AWS day off, the employee is not entitled to an additional "in lieu of" day off. The handbook is available on OPM's website at <http://www.opm.gov/oca/aws/index.htm>.
10. Employees on official travel on a workday when HRSA offices are closed in the Washington, D.C. area, are expected to continue working. However, if the emergency makes it impossible for the employee to continue working (e.g., work requires frequent contact with employees in the Washington, D.C. area), excused absence may be appropriate.

#### Operating Status Resources:

##### Employees should:

- Check their local radio and television stations for one of the media announcements.
- Contact OPM via their web site [www.opm.gov](http://www.opm.gov) or call OPM's Office of Communications (202) 606-1900.
- Check OPM Guidance at <http://www.opm.gov/oca/compmemo/dismissal.pdf>
- Call for the Parklawn Building Status on 301-443-6340 or 301-443-4772.
- Contact your supervisor.

##### Additional Resources:

- *OPM's Handbook on Alternative Work Schedules (AWS)* - available on OPM's website at <http://www.opm.gov/oca/aws/index.htm>.
- *OPM's Guide to Telework in the Federal Government*

- HHS Human Resources Manual HHS Instruction 990-1.2 dated 11-18-11
- HRSA Telework Program Instruction 02-01 dated 2-24-11
- HRSA Alternative Work Schedule Instruction 02-03 dated 1-11-10
- HHS-NTEU Collective Bargaining Agreement