



National Institutes of Health  
Bethesda, Maryland 20892

<http://www.nih.gov>

## *Attachment A*

### **EMERGENCIES BEFORE THE WORKDAY BEGINS**

OPM will provide one of the following five announcements to the media when an emergency occurs before the workday begins.

- a. “Federal agencies in the Washington, DC, area are OPEN; employees are expected to report for work on time.”

Means Federal agencies will open on time, and employees are expected to report for work as scheduled.

- b. “Federal agencies in the Washington, DC, area are OPEN under an UNSCHEDULED LEAVE policy.”

Means Federal agencies will open on time, but employees not designated as “emergency employees” may take annual leave, previously earned compensatory time or credit hours, or leave without pay (LWOP) without the prior approval of their supervisors. NIH employees are expected to call, if possible, to resolve any doubt about their intentions to report for duty. Employees designated as “emergency employees” are expected to report for work on time.

- c. “Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL policy. Employees should plan to arrive for work no more than ( ) hours later than they would normally arrive.”

Means Federal agencies will open on time, but non-emergency employees should plan their commutes so that they arrive for work no later than the number of hours designated in the announcement. Employees who arrive for work more than the number of hours designated will be charged leave for the additional period of absence from work. Employees designated as “emergency employees” are expected to report for work on time.

- d. “Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL/UNSCHEDULED LEAVE policy. Employees should plan to arrive for work no later than ( ) hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave.”

Means Federal agencies will open on time, but non-emergency employees should plan their commutes so that they arrive for work no later than the number of hours designated in the announcement. Employees who arrive for work more than the number of hours designated will be charged leave for the additional period of absence from work. NIH employees are expected to call, if possible, to resolve any doubt

about their intentions to report for duty. Employees designated as “emergency employees” are expected to report for work on time.

- e. “Federal agencies are CLOSED.”

Means employees not designated as “emergency employees” are excused from duty without loss of pay or charge to leave. PLEASE NOTE: This does not apply to employees on leave without pay, leave without pay for military duty, workers’ compensation, suspension or in another non-pay status. Employees on alternative work schedules (AWS) who are not scheduled to work on that day are **not** entitled to another AWS day off. Employees designated as “emergency employees” are expected to report for work on time. Teleworking employees may be required to continue to work at their alternative worksites. This expectation must be spelled out in the telework agreement, so that all parties know their responsibilities in advance.

### **EMERGENCIES DURING NORMAL WORK HOURS**

When an emergency situation occurs during normal work hours, OPM may announce that the Federal Government is operating under an “EARLY DISMISSAL” policy. This policy permits non-emergency employees to leave work early relative to their normal departure times. For example, if a 3-hour early dismissal is authorized by OPM as a result of hazardous weather conditions or other emergency, employees who would normally leave work at 5 p.m. would be authorized to leave at 2 p.m. Employees who must leave work earlier than their official dismissal time will be charged leave from the time of their departure through the remainder of their scheduled workday. Employees on pre-approved leave should be charged leave for the entire day. Employees designated as “emergency employees” who are already at work when notification of an “early dismissal” is received are to remain at work through the end of their tour. Telework employees may be expected to continue to work from their telework sites, as specified in their telework agreements.