

**NIH Dismissal and Closure Procedures for
OPM Announcements on Status of Federal Government Operations in the Washington, DC Area**

ANNOUNCEMENT	What this means for your status on the day OPM provides announcements to the media when a disruption occurs before or during the workday in Washington, DC, area (to include all NIH facilities in Montgomery County)
<p>FEDERAL OFFICES ARE CLOSED – EMERGENCY AND TELEWORK-READY EMPLOYEES MUST FOLLOW THEIR AGENCY’S POLICIES</p>	<ul style="list-style-type: none"> • Emergency employees (Tier I) report for duty on time, as scheduled, and remain for the duration of tour of duty unless otherwise directed by supervisor. • Non-emergency/teleworkers (Tier II) <u>required to telework</u> if telework agreement stipulates the requirement to “ad hoc telework” during emergencies¹ declared by the Office of Personnel Management (OPM), DHHS, NIH, or the IC. • Non-emergency/non-teleworkers (Tier III) employees are prevented from working due to an emergency, then excused absence should be granted. However, excused absence should not be granted to employees on (1) leave; (2) official travel; or, (3) a flexible or compressed work schedule day off.
<p>OPEN - WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</p>	<ul style="list-style-type: none"> • Emergency employees (Tier I) report for duty on time, as scheduled, and remain for the duration of tour of duty unless otherwise directed by supervisor. • Non-emergency/teleworkers (Tier II) who are regularly scheduled to telework or who request ad hoc telework must be prepared to telework for the entire workday, request unscheduled leave, or a combination of both, for the entire day. Teleworkers are expected to begin work on time. • Non-emergency/non-teleworkers (Tier III) employees must contact their supervisor to request (1) unscheduled leave; (2) LWOP; or (3) change their regular day off under a compressed work schedule or rearrange their work hours if on a flexible work schedule.
<p>OPEN – XX HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</p>	<ul style="list-style-type: none"> • Emergency employees (Tier I) report for duty on time, as scheduled, and remain for the duration of tour of duty unless otherwise directed by supervisor. • Non-emergency/teleworkers (Tier II) who are regularly scheduled to telework or who request ad hoc telework must be prepared to telework for the entire workday, request unscheduled leave, or a combination of both, for the entire day. Teleworkers are expected to begin work on time. • Non-emergency/non-teleworkers (Tier III) employees are expected to report to their offices for work no later than the designated number of hours past their normal arrival time. For example, an employee who normally arrives at 8:00 a.m. must arrive for work <u>no later</u> than 10:00 a.m. Employees must contact their supervisors to request (1) unscheduled leave; (2) LWOP; or (3) change their regular day off under a compressed work schedule or rearrange their work hours if on a flexible work schedule.

¹ An emergency is any disruption that affects an employee’s ability to arrive, depart, or continue working at his/her duty location, such as forecasted/actual severe weather, fire, localized flooding or power outages, loss of water, gas leak, or building damage after an earthquake.

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<p style="text-align: center;">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</p>	<ul style="list-style-type: none"> • Emergency employees (Tier I) report for duty on time, as scheduled, and remain for the duration of tour of duty unless otherwise directed by supervisor. • Non-emergency/teleworkers (Tier II) who are regularly scheduled to telework or who request ad hoc telework must be prepared to telework for the entire workday, request unscheduled leave, or a combination of both, for the entire day. Teleworkers are expected to begin work on time. • Non-emergency/non-teleworkers (Tier III) who report to the office will be granted excused absence up until the time when Federal offices open. Employees must contact their supervisor to request (1) unscheduled leave; (2) LWOP; or (3) change their regular day off under a compressed work schedule or rearrange their work hours if on a flexible work schedule. <p><i>Note: Excused absence should not be granted to employees on (1) pre-approved leave for the entire workday.</i></p>
<p style="text-align: center;">OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE</p>	<ul style="list-style-type: none"> • Emergency employees (Tier I) report for duty on time, as scheduled, and remain for the duration of tour of duty unless otherwise directed by supervisor. • Non-emergency/teleworkers (Tier II) must continue to telework for the entire day or request unscheduled leave, or a combination of both, for the entire day. • Non-emergency/non-teleworkers (Tier III) employees will be dismissed from their offices early relative to their normal departure time and will be granted excused absence for the number of hours remaining in their workday. For example, if a three-hour early departure is announced, employees who normally leave their offices at 5:00 p.m. would be authorized to leave at 2:00 p.m. <p><i>NOTE: Excused absence should not be granted to employees on (1) pre-approved leave for the entire day or when employees have requested unscheduled leave <u>before</u> the early departure policy is announced; (2) official travel; or, (3) a flexible or compressed work schedule day off.</i></p>
<p style="text-align: center;">OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE – ALL EMPLOYEES MUST DEPART NO LATER THAN XX: XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED</p>	<ul style="list-style-type: none"> • Emergency employees (Tier I) report for duty on time, as scheduled, and remain for the duration of tour of duty unless otherwise directed by supervisor. • Non-emergency/teleworkers (Tier II) must continue to telework for the entire day or take unscheduled leave, or a combination of both, for the entire day. • Non-emergency/non-teleworkers (Tier III) employees will be dismissed from their office early relative to their normal departure time or at the final departure time and will be granted excused absence for the number of hours remaining in their workday beyond their designated early departure time. For example, if a three-hour early departure is announced, employees who normally leave their offices at 5:00 p.m. would be

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	<p>authorized to leave at 2:00 p.m.</p> <p><i>Note: Excused absence should not be granted to employees on (1) pre-approved leave for the entire day or when employees have requested unscheduled leave <u>before</u> the early departure policy is announced; (2) official travel; or, (3) a flexible or compressed work schedule day off.</i></p>
<p>IMMEDIATE DEPARTURE – FEDERAL OFFICES ARE CLOSED</p>	<ul style="list-style-type: none"> • Emergency employees (Tier I) report for duty on time, as scheduled, and remain for the duration of tour of duty unless otherwise directed by supervisor. • Non-emergency/teleworkers (Tier II) must continue to telework for the entire day or take unscheduled leave for the remainder of the workday. • Non-emergency/non-teleworkers (Tier III) employees should depart immediately from the office. All employees in this category will be granted excused absence for the number of hours remaining in their workday. However, excused absence should not be granted to employees on (1) pre-approved leave; (2) leave without pay; (3) official travel; or, (4) a flexible or compressed work schedule day off.
<p>SHELTER-IN-PLACE</p>	<ul style="list-style-type: none"> • Employees located at NIH Campus or other leased facilities in Montgomery County. All employees should follow their IC's emergency procedures for shelter-in-place. Employees should remain in their designated safe areas until notified that they may return to the office or leave the worksite. • Non-emergency/teleworkers (Tier II) performing telework are expected to continue working during the shelter-in-place unless affected by the emergency or otherwise notified by their ICs.