

Washington, D.C., AREA DISMISSAL OR CLOSURE PROCEDURES

Introduction

The following guidelines apply to situations that prevent significant numbers of employees in the Washington, D.C., area from reporting for work on time or which require agencies to close all or part of their activities, including adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes) and other disruptions of Government operations (air pollution, disruption of power and/or water, interruption of public transportation, etc.).

It is essential that Federal agencies in the metropolitan area comply with this area-wide plan and the announced decisions on dismissal or closure. Agencies should avoid independent action because any change in the work hours of Federal workers in the Washington, D.C., area requires careful coordination with municipal and regional officials to minimize disruption of the highway and transit systems.

OPM Responsibilities:

1. In the Washington, D.C., area, OPM is the Federal Government's point of contact with municipal governments and regional organizations, such as the Washington Metropolitan Area Transit Authority (METRO). OPM officials will consult with various officials, including appropriate DC government, municipal and regional officials before the Director makes a decision on dismissal, early departure, closure of Federal offices, or special leave treatment.
2. The Director of OPM will then make a decision on the status of Federal operations. This decision will be based on the need to keep Federal operations functioning as normally as possible and on concern for the safety of Federal employees.
3. OPM will notify agency Chief Human Capital Officers and Human Resources Directors of any decision to order Federal agencies to announce an unscheduled leave/unscheduled telework policy, a delayed arrival policy, or an early dismissal policy, or to close Federal offices to the public. Information will be available at http://www.opm.gov/Operating_Status_Schedules or by phone at (202) 606-1900.

Appendix: OPM Announcements on the Status of Federal Government Operations in the Washington, DC, Area

STATUS OF FEDERAL GOVERNMENT OPERATIONS WASHINGTON, DC AREA	
The U.S. Office of Personnel Management (OPM) provides the following announcements to the media when a disruption occurs before or during the workday in the Washington, DC, area.	
Announcement	What Announcement Means
1. OPEN	<p>“Federal agencies in the Washington, DC, area are OPEN.”</p> <p>Employees are expected to report to their worksite on time. Normal operating procedures are in effect.</p>
2. OPEN WITH OPTION FOR UNSCHEDULED LEAVE	<p>“Federal agencies in the Washington, DC, area are OPEN and employees have the OPTION for UNSCHEDULED LEAVE.”</p> <p>Employees must notify their supervisors of their intent to take unscheduled leave</p> <p>Emergency employees are expected to report to their worksite on time unless otherwise directed by their agencies.</p>
3. OPEN - XX HOUR DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE	<p>“Federal agencies in the Washington, DC area are OPEN under XX HOUR DELAYED ARRIVAL and employees have the OPTION FOR UNSCHEDULED LEAVE. Employees should plan to arrive for work no more than xx hours later than they would normally arrive.</p> <p>Non- emergency employees who report to the office will be granted excused absence (Administrative leave) for up to the designated number of hours past their normal arrival time.</p> <p>Emergency employees are expected to report to their worksite on time unless otherwise directed by their agencies.</p>

<p>4. OPEN - XX HOUR EARLY DEPARTURE</p>	<p>“Federal agencies in the Washington, DC, area are OPEN. Employees should depart XX HOURS earlier than their normal departure time from work.” Non-emergency employees will be dismissed relative to their normal departure times from their office and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their designated early departure time. Employees on pre-approved leave for the entire workday or employees who were granted unscheduled leave for the entire workday should be charged leave for the entire day.</p> <p><i>Emergency employees</i> are expected to continue working.</p>
<p>5. FEDERAL OFFICES ARE CLOSED TO THE PUBLIC</p>	<p>“FEDERAL OFFICES in the Washington, DC, area are CLOSED TO THE PUBLIC.”</p> <p><i>Emergency employees</i> are expected to report for work on time.</p> <p>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:</p> <ul style="list-style-type: none"> • the employee works or is on official travel outside of the Washington, DC, area, • the employee is on leave without pay

Excused Absence - 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. For example, excused absence may be granted to employees who need to leave because 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.* Contact the Office of Human Resources for procedures to be followed in these situations.