HR Connection

As we head into the winter season employees are reminded that The *Washington, DC, Area Dismissal or Closure Procedures* will be followed in the event of disruptions of Government operations due to adverse weather conditions. OPM will make announcements to the media as to whether Federal agencies in the Washington, DC, area are **open** or **closed**, or operating under an **unscheduled leave policy**, a **delayed arrival policy**, or an **early dismissal policy** (definitions below).

Unscheduled Leave Policy

When OPM announces an **unscheduled leave policy**, non-emergency employees may request unscheduled annual leave, leave without pay, and/or the use of previously earned compensatory time off or earned credit hours under an alternative work schedule without the prior approval of their supervisors. Non-emergency employees must inform their supervisors of their intent to take unscheduled leave.

Delayed Arrival Policy

When OPM announces a **delayed arrival policy**, non-emergency employees will be granted excused absence (administrative leave) for the designated number of hours past their normal arrival time. Non-emergency employees are expected to report for work no later than the designated number of hours past their normal arrival time. Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. For example, if OPM announces a 2-hour **delayed arrival policy**, employees who normally arrive at 8:00 a.m. must arrive for work no later than 10:00 a.m. An employee who arrives later than the designated number of hours should be charged annual leave for the excess time. For example, if OPM announces a 2-hour **delayed arrival policy**, and an employee arrives for work 3 hours later than his/her normal arrival time, the employee should be charged annual leave for 1 hour.

Early Dismissal Policy

When OPM authorizes an **early dismissal policy** before the workday ends, non-emergency employees will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their designated *early dismissal time*. Non-emergency employees will be dismissed relative to their normal departure times from work. For example, if a 3-hour early dismissal is announced, employees who normally leave their offices at 5:00 p.m. would be authorized to leave at 2:00 p.m. (i.e., the employee's *early dismissal time*).

Announcements on the status of Government operations will be available at http://www.opm.gov/status/index.aspx. Recorded messages on operating status also will be provided by OPM's Office of Communications and Public Liaison on (202) 606-1900.

For additional information go to the Office of Personnel Management website at http://www.opm.gov/oca/compmemo/2005/2005-19.asp and click on **Washington, DC, Area Dismissal or Closure Procedures** at the bottom of the page.