



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 12610.4B
CHRO-E
SEP 10 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
12610.4B

From: Commanding General
To: Distribution List

Subj: INCLEMENT WEATHER AND STATE OF EMERGENCY DISMISSAL AND CLOSURE
PROCEDURES

Ref: (a) OPM "Governmentwide Dismissal and Closure Procedures"
(b) 5 U.S.C. §6104, "Holidays; daily, hourly, and piece-work
basis employees"
(c) 5 U.S.C. §6329c, "Weather and Safety Leave"
(d) 5 C.F.R. Part 630, Subpart P, "Weather and Safety Leave"
(e) MCO 12271.1

Encl: (1) Guidance on Dismissal and Closure Procedures for Federal
Government Operations
(2) Status of Federal Government Operations under MCIEAST

1. Situation. The procedures for delayed reporting, early dismissal, and Federal office closure must be uniform and easily comprehensible for the efficient and systematic arrival and release of civilian employees during severe weather conditions, reasons of national security, and other regional emergencies. This information shall be disseminated, and procedures must be established for Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), to ensure compliance with references (a) through (e).

2. Cancellation. MCIEAST-MCB CAMLEJO 12610.4A.

3. Mission

a. To promulgate local policies and procedures for commanders and Department Heads to ensure appropriate administrative controls for delayed reporting, dismissal, and closure procedures and status of civilian employees are in place during these periods.

b. Summary of Revision. This Order has been updated to change reference (a) to reflect updated OPM "Governmentwide Dismissal and Closure Procedures"; to change reference (c) to 5 U.S.C. 6329c and reference (d) to 5 C.F.R. Part 630 subpart P to reflect administrative leave policy changes including the new category of weather and safety leave; and to replace reference (e) with MCO 12271.1 with the cancellation of MCO 12600.1. It should be reviewed in its entirety.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Proper procedures, laws, rules, and regulations shall be followed when installations are closed to non-essential personnel, reporting is delayed, and/or employees are dismissed early due to severe weather conditions or other states of emergency.

(b) Department Heads shall identify a cadre of employees as "essential personnel" who shall remain at work or begin teleworking (as permitted), or in contact at all times during any dismissal or base closures. These employees may be called to work during emergencies dealing with national security, extended emergencies, or other unique situations. The designation of essential personnel may vary according to the particular nature of an emergency. Such designations may include, but are not limited to, employees who are part of emergency response plans, and Continuity of Operations Plan (COOP). All designations shall be communicated well in advance, so employees are prepared to support and sustain agency operations.

(c) Civil service employees who are considered non-essential to the welfare and safety of the Installation during severe weather conditions, or other states of emergency, may be released to allow safe return to residences and reduce or eliminate traffic on roadways. Those individuals approved for telework will be ineligible for weather and safety leave when a closure is announced except in rare circumstances (e.g., unexpected weather, unsafe telework site) and must either telework, request to take other leave, or a combination of both.

(d) Telework should be a standard part of department emergency planning, to include COOP.

(e) In accordance with reference (e), all telework agreements must include the following in the section titled COMPONENT-SPECIFIC TERMS AND CONDITIONS:

1. On a day when an activity is closed due to emergencies, employees who are scheduled to telework on the day of the closure are expected to telework, unless leave is requested and approved. Telework-ready employees who have been approved to work unscheduled telework are also subject to this provision. If the closure extends beyond one day, teleworkers are expected to continue working each day of the closure, provided the employee has sufficient work to complete;

2. When a late arrival policy is announced, employees who are teleworking on a scheduled or unscheduled basis must work their normal telework hours, or request leave;

3. When an early dismissal policy is announced, employees who are teleworking on a scheduled or unscheduled basis are expected to continue working or request leave.

(2) Concept of Operations. This Order shall be utilized when Installation Commanders set local policy for administrative control for delayed reporting, dismissal, closure procedures, and proper leave for civilian employees during severe weather conditions and other emergency situations.

b. Tasks

(1) Chief of Staff shall:

(a) Ensure widest dissemination of information on current operational status to all known sources, to include official personnel reporting phone line, installation's and/or facility's Facebook page, official webpage, and other known sources for widest dissemination; and

(b) Be responsible for operational status updates and dissemination of status to subordinate and tenant commands.

(2) Local Civilian Human Resources Offices-East (CHRO-E) shall:

(a) Advise and assist management officials regarding appropriate status of employees, leave issues, and reporting requirements; and

(b) Advise and assist management officials with telework policies and agreements.

(3) MCIEAST-MCB CAMLEJ Subordinate Commanders, to include Marine Corps Air Station (MCAS) New River and Department Heads or Equivalent shall:

(a) Be responsible for the status of facilities and personnel;

(b) Be responsible for determining essential and non-essential personnel, in accordance with the current situation to maintain operational tempo;

(c) Be responsible for tracking the status and accountability of personnel;

(d) Review current telework policies, and as deemed appropriate, utilize telework flexibilities during disruption of normal operations;

(e) May grant a reasonable amount of leave, and in some instances weather and safety leave, to an essential employee who is unable to report for work due to hardship or circumstances unique to the employee. Or in cases whereby, management has determined the circumstances have made traveling to or performing work at the worksite unsafe in accordance with reference (d).

(4) Supervisors shall be responsible for maintaining and tracking their employees' whereabouts and geographical location during severe weather conditions and emergency situations. Contact information shall be current and maintained to ensure accountability and callback procedures are accurate and timely.

(5) Employees shall:

(a) Be responsible for monitoring Installation official sources for base closure/delay information, such as local news, and/or the Installation's and/or facility's Facebook page and/or official webpage. During extreme weather conditions, commands will publish a phone number for personnel reporting.

(b) Be responsible for keeping their supervisors informed of their whereabouts and status during severe weather conditions and emergency situations. If they are required to leave their residence, telework site, and/or phone lines are not working, updated information must be provided to a supervisor as soon as practicable to ensure accountability and implementation of callback procedures;

(c) Be responsible for requesting appropriate leave, earned compensatory time-off, credit hours (if permitted), or requesting to reschedule their Alternative Work Schedule (AWS) day-off when additional time-off is needed on early dismissal or late arrival;

(d) Be responsible for complying with telework agreements in place, as applicable;

(e) Understand that if they are required to work on site (e.g., the office) or telework during their regular tour of duty on a day when Federal offices are closed to the public (or when other employees are authorized a delayed arrival or early dismissal), they are not entitled to receive overtime pay, credit hours, or compensatory time-off for performing work during their regularly scheduled non-overtime hours;

(f) Understand that if they are required to work (e.g., required to report to the Installation or telework from home) and they fail to report for work without adequate excuse for their absence, management may choose to place them on absence without leave (AWOL) and they may potentially be disciplined for AWOL by management; and

(g) Understand that if their office is closed for weather/safety reasons, they will normally be granted weather and safety leave in accordance with reference (d) for the number of hours they were scheduled to work unless they are:

1. An essential employee required to report to work,
2. Working under an approved telework agreement,
3. On official travel outside of the duty station,
4. On preapproved leave (paid or unpaid) or other time off, or
5. On an AWS day off (Regular day off) or other non-workday.

(h) Understand that they are not entitled to an "in-lieu-of" AWS day off when a closure occurs on the scheduled AWS day off. The AWS day off must be treated the same as any other non-workday (Saturday and Sunday for most employees).

c. Coordinating Instructions. Enclosure (1) provides guidance on dismissal and closure procedures for Federal Government operations under MCIEAST. Enclosure (2) provides a status of operations as a result of dismissal or closure of Federal Government operations.

5. Administrative and Logistics. Not applicable.

6. Command and Signal

a. Command

(1) MCIEAST-MCB CAMLEJ and MCAS New River

(a) This Order is applicable to MCIEAST-MCB CAMLEJ, its subordinate commands, and MCAS New River.

(b) Installation Commanders/Commanding Officers may implement guidance contained in this Order. Such guidance and policy must be consistent with the provisions of this Order. Commands may institute more detailed rules to meet mission requirements.

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(2) Tenant Commands. Tenant Commands supported by CHRO-E may elect to comply with this Order in its entirety or may describe more detailed rules to meet mission requirements as required.

b. Signal. This Order is effective the date signed.



N. E. DAVIS
Chief of Staff

DISTRIBUTION: A/C (plus MCAS NR, H&S Bn, and WTBn)

Copy to: COMMCICOM

**GUIDANCE ON DISMISSAL AND CLOSURE PROCEDURES FOR FEDERAL GOVERNMENT
OPERATIONS**

Dismissal and Closure Procedures shall use the following announcements:

1. OPEN. Installation facilities and activities are open. Employees are expected to report to their worksite or begin telework on time. Normal operating procedures are in effect.

2. OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK. Installation facilities and activities are open and supervisors may give employees the option for unscheduled leave or unscheduled telework if the employee has an approved telework agreement in place. Services and offices may require a minimum number of employees to maintain the OPEN status. Non-essential personnel must request to use unscheduled leave or unscheduled telework. Eligible employees may:
 - a. Use annual leave, sick leave (if appropriate), earned compensatory time-off, time-off leave award, earned credit hours (if permitted), or leave without pay; or

 - b. Telework on an unscheduled telework day, if the employee has an approved telework agreement in place and the authorized telework site is safe and functional (i.e. Internet capability, power) to perform work.

3. OPEN-XX HOUR(S) DELAYED ARRIVAL WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK. Installation facilities and activities are open with an authorized number of hour(s) delayed arrival and employees have the option for unscheduled leave or unscheduled telework if the employee has an approved telework agreement in place. Non-essential personnel should plan to arrive for work no later than the number of hours authorized by the delay from their regularly scheduled arrival time and are granted weather and safety leave. Non-essential personnel must request to use unscheduled leave or unscheduled telework instead of reporting to work. Eligible employees may:
 - a. Use annual leave, sick leave (if appropriate), earned compensatory time-off, time-off leave award, earned credit hours (if permitted), or leave without pay; or

 - b. Telework on an unscheduled telework day, if the employee has a telework agreement in place and the authorized telework site is safe and functional (i.e. Internet capability, power) to perform work, in which case the employee will not receive weather and safety leave since they would not be affected by the conditions

under which the announcement was made and will be responsible for accounting for the entire workday by requesting to take leave, performing telework, or a combination.

Example: If the Installation announces a two hour delayed arrival, employees who normally arrive at 8:00 a.m. must arrive for work no later than 10:00 a.m., and shall be granted weather and safety leave for up to the authorized number of hours delayed past their normal arrival time which, in this case, would be a maximum of two hours. An employee who arrives to work later than the authorized number of hours delayed from their normal work schedule may be charged annual leave, time-off leave award, Leave without Pay (LWOP), AWOL, or compensatory time earned as appropriate to account for the excess time. In the case of unusual circumstances or hardship, with department head approval, the supervisor may determine to grant weather and safety leave for the excess time in accordance with reference (d). Employees scheduled to telework on the day of the announcement are expected to begin telework at the start of their work schedule time or request unscheduled leave. However, an employee who is prevented from safely working at the telework site (such as by flooding or a roof collapse) as a result of severe weather or other emergency event may be granted weather and safety leave. Management is responsible for determining whether an employee is required to continue working, or will be granted weather and safety leave under these circumstances in accordance with reference (d). Essential personnel are expected to report to their worksite on time, unless otherwise directed by their supervisors.

4. OPEN-DELAYED ARRIVAL-EMPLOYEES MUST REPORT TO WORK NO LATER THAN XX-WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK

a. Installation facilities and activities are open with a specific designated reporting time and employees have the option for unscheduled leave or unscheduled telework if the employee has an approved telework agreement in place. Non-essential personnel should plan their commutes to arrive for work no later than the specific designated reporting time. Non-essential personnel must request to use unscheduled leave or unscheduled telework instead of reporting to work, in which case they will not receive weather and safety leave. Eligible employees may:

(1) Use annual leave, sick leave (if appropriate), earned compensatory time-off, time-off leave award, earned credit hours (if permitted), or leave without pay; or

(2) Telework on an unscheduled telework day, if the employee has a telework agreement in place and the authorized telework site is safe and functional (i.e. Internet capability, power) to perform work, in which case the employee will not receive weather and safety leave since they would not be affected by the conditions under which the announcement was made and will be responsible for accounting for the entire workday by requesting to take leave, performing telework, or a combination.

Example: If the Installation announces it will be OPEN at 10:00 a.m., employees must arrive to work no later than 10:00 a.m., regardless of their normal report time. Employees shall be granted weather and safety leave for up to the difference in the number of hours between their normal reporting time and the designated reporting time.

Scenario 1: An employee who normally reports to work at 7:00 a.m., but the Installation announces an official reporting time of 10:00 a.m., the employee shall be granted three hours of weather and safety leave.

Scenario 2: An employee who normally reports to work at 8:00 a.m., but the Installation announces an official reporting time of 10:00 a.m., the employee shall be granted two hours of weather and safety leave.

b. An employee who arrives to work later than the specific designated delayed reporting time may be charged annual leave, time-off leave award, LWOP, AWOL, or compensatory time earned as appropriate to account for the excess time.

c. In the case of unusual circumstances or hardship, with department head approval, the supervisor may determine to grant weather and safety leave for the excess time in accordance with reference (d).

d. Employees scheduled to telework on the day of the announcement are expected to begin telework on time or request unscheduled leave. However, an employee who is prevented from safely working at the telework site (such as by flooding or a roof collapse) as a result of the severe weather may be granted weather and safety leave. Management is responsible for determining whether an employee is required to continue working, or will be granted weather and safety leave under these circumstances in accordance with reference (d). Essential personnel are expected to report to their worksite on time, unless otherwise directed by their supervisors.

5. EARLY DEPARTURE-XX HOUR(S) STAGGERED RELEASE

a. Installation facilities and activities are open. Employees should depart a set number of hours earlier than their normal departure time from work, and will be granted weather and safety leave for the number of hours remaining in their work schedule, except as otherwise provided for employees with an approved telework agreement.

Scenario: Due to a snow forecast, a three-hour staggered early departure is announced. An employee who works from 9:00a.m. to 5:30p.m., each day and does not have an approved telework agreement in place may leave three hours earlier than normal which, in this case, is 2:30p.m., and will receive weather and safety leave for the remainder of the day.

b. Employees with an approved telework agreement in place who are working at their normal worksite when an early departure is announced may receive weather and safety leave only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). Employees with an approved telework agreement in place must complete the remaining time (if any) in their work schedule by either teleworking or requesting to take leave once they arrive home unless one of the exceptions under 5 CFR 630.1605(a)(2) of reference (d) applies.

Scenario: Due to a snow forecast, a three-hour staggered early departure is announced. An employee who works from 8:00a.m. to 4:30p.m., is in the office when the early departure announcement is made, and has an approved telework agreement in place. The employee may leave three hours earlier than normal to commute home which, in this case is 1:30p.m. The employee arrives home at 2:00p.m., and completes the remainder of the day via telework. The employee will receive weather and safety leave for the period it took to commute home (1:30-2:00p.m.). Should the employee elect not to complete the remainder of the workday once arriving home, they must request unscheduled leave for the remainder of the day (which in the case is from 2:00-4:30p.m.) or a combination of unscheduled leave and telework.

c. Employees who were already teleworking when an early departure announcement is made must continue to telework or request to take unscheduled leave, or a combination of both, for the remaining time in their workday unless one of the exceptions under 5 CFR 630.1605(a)(2) of reference (d) applies.

d. Employees who depart PRIOR to their staggered early departure times may request to use unscheduled leave and will not be granted weather and safety leave. With supervisory approval,

employees may complete the remainder of their workday via telework if they have a telework agreement in place. Essential personnel are expected to remain on duty, unless otherwise directed by management.

6. EARLY DEPARTURE-XX HOUR(S) STAGGERED RELEASE-ALL EMPLOYEES MUST DEPART NO LATER THAN XX

a. Installation facilities and activities are open. Employees should depart no later than the designated early departure time from work, and will be granted weather and safety leave for the number of hours remaining in their work schedule, except as otherwise provided for employees with an approved telework agreement.

Scenario: Due to a snow forecast anticipated to impact the area after 3:00 p.m., a three-hour staggered early departure is announced with instructions that all employees are to depart no later than 2:30p.m. An employee works from 9:30a.m. to 6:00p.m., and does not have an approved telework agreement in place. The employee will leave at 2:30p.m., since the final departure time occurs earlier than their staggered departure time which is 3:00p.m., and will receive weather and safety leave for the remainder of the workday (3.5 hours).

b. Employees with an approved telework agreement in place who are working at their normal worksite when an early departure is announced may receive weather and safety leave only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). Employees with an approved telework agreement in place must complete the remaining time (if any) in their work schedule by either teleworking or requesting to take leave once they arrive home unless one of the exceptions under 5 CFR 630.1605(a)(2) of reference (d) applies.

c. Employees who were already teleworking when an early departure announcement is made must continue to telework or request to take unscheduled leave, or a combination of both, for the remaining time in their workday unless one of the exceptions under 5 CFR 630.1605(a)(2) of reference (d) applies. Essential personnel are expected to remain on duty, unless otherwise directed by management.

7. IMMEDIATE EARLY DEPARTURE

a. Installation facilities and activities are open. Employees are to depart the installation immediately and will be granted weather and safety leave for the number of hours remaining in their work schedule, except as otherwise provided for employees with an approved telework agreement.

b. Employees with an approved telework agreement in place who are working at their normal worksite when an immediate early departure is announced may receive weather and safety leave only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). Employees with an approved telework agreement in place must complete the remaining time (if any) in their work schedule by either teleworking or requesting to take leave once they arrive home unless one of the exceptions under 5 CFR 630.1605(a)(2) of reference (d) applies.

c. Employees who were already teleworking when an early departure announcement is made must continue to telework or request to take unscheduled leave, or a combination of both, for the remaining time in their workday unless one of the exceptions under 5 CFR 630.1605(a)(2) of reference (d) applies. Essential personnel and telework employees are expected to remain on duty, unless otherwise directed by management.

8. BASE/OFFICE CLOSURE

a. Installation facilities and activities are closed for weather/safety reasons. Employees will be granted weather and safety leave for the number of hours they were scheduled to work unless they are:

- (1) An emergency (mission essential) employee,
- (2) A telework program participant,
- (3) On official travel outside of the duty station,
- (4) On preapproved leave (paid or unpaid) or other time off, or
- (5) On an AWS day off (RDO) or other non-workday.

b. Employees with an approved telework agreement in place do not receive weather and safety leave when a closure is announced. Employees with an approved telework agreement in place must telework for the entire workday, take other leave (paid or unpaid) or other time off, or use a combination of telework and leave unless one of the exceptions under 5 CFR 630.1605(a)(2) of reference (d) applies. Essential personnel are expected to remain on duty, unless otherwise directed by management.

STATUS OF FEDERAL GOVERNMENT OPERATIONS UNDER MCIEAST						
<u>FACILITY STATUS ANNOUNCEMENT</u>	<u>EMPLOYEE STATUS</u>					
	<u>Non-Essential Personnel Scheduled to Work</u>	<u>Essential Personnel Scheduled to Work</u>	<u>Scheduled Leave</u>	<u>Scheduled Telework Day</u>	<u>Situational Telework Agreement</u>	<u>AWS Regular Day Off (RDO)</u>
OPEN	<ul style="list-style-type: none"> • Expected to Report to Work 	<ul style="list-style-type: none"> • Expected to Report to Work 	<ul style="list-style-type: none"> ○ Leave Status 	<ul style="list-style-type: none"> • Expected to Telework 	<ul style="list-style-type: none"> • Expected to Report to Work 	<ul style="list-style-type: none"> • OFF
OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	<ul style="list-style-type: none"> • Expected to Report to Work • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • Expected to Report to Work** 	<ul style="list-style-type: none"> ○ Leave Status 	<ul style="list-style-type: none"> • Expected to Telework • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • Expected to Report to Work • May Request Unscheduled Telework • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • OFF
OPEN - XX HOUR(S) DELAYED ARRIVAL - WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	<ul style="list-style-type: none"> • Report No Later Than Hour(s) more Than Normal Arrival Time • May Request Unscheduled Leave ○ Weather and Safety Leave Equal to ## of Hours Delay in Announcement 	<ul style="list-style-type: none"> • Expected to Report to Work** ○ Regular Time – no additional compensation 	<ul style="list-style-type: none"> ○ Leave Status for any preapproved leave (paid/unpaid) 	<ul style="list-style-type: none"> • Expected to Telework with No Adjustment of Scheduled Time ○ Regular Time – no additional compensation • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • Report No Later Than ## Hour(s) More Than Normal Arrival Time ○ No Weather and Safety Leave granted unless unexpected weather or unsafe/nonoperational telework site • May Request Unscheduled Leave • May Request Unscheduled Telework 	<ul style="list-style-type: none"> • OFF ○ No Entitlement to Compensation or “in lieu of” Time Off

STATUS OF FEDERAL GOVERNMENT OPERATIONS UNDER MCIEAST						
<u>FACILITY STATUS ANNOUNCEMENT</u>	<u>EMPLOYEE STATUS</u>					
	<u>Non-Essential Personnel Scheduled to Work</u>	<u>Essential Personnel Scheduled to Work</u>	<u>Scheduled Leave</u>	<u>Scheduled Telework Day</u>	<u>Situational Telework Agreement</u>	<u>AWS Regular Day Off (RDO)</u>
OPEN - DELAYED ARRIVAL- EMPLOYEES MUST REPORT TO WORK NO LATER THAN XX - WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	<ul style="list-style-type: none"> • Report No Later Than Designated Time • May Request Unscheduled Leave Weather and Safety Leave equal to difference of delay and reporting time 	<ul style="list-style-type: none"> • Expected to Report to Work** ○ Regular Time – no additional compensation 	<ul style="list-style-type: none"> ○ Leave Status for any preapproved leave (paid/unpaid) 	<ul style="list-style-type: none"> • Expected to Telework with No Adjustment of Scheduled Time ○ Regular Time – no additional compensation • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • Report No Later Than Designated Time ○ No Weather and Safety Leave granted unless unexpected weather or unsafe/telework site • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • OFF ○ No Entitlement to Compensation or “in lieu of” Time Off
EARLY DEPARTURE-XX HOUR(S) STAGGERED RELEASE	<ul style="list-style-type: none"> • Depart ## hour(s) earlier than normal departure time ○ Weather and Safety Leave for remaining hours in workday 	<ul style="list-style-type: none"> • Expected to Remain at Work** 	<ul style="list-style-type: none"> ○ Leave Status for any preapproved leave (paid/unpaid) 	<ul style="list-style-type: none"> Telework with No Adjustment of Scheduled Time** • May Request Unscheduled Leave 	<ul style="list-style-type: none"> ○ Weather and Safety Leave for commute home ONLY unless unsafe telework site • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • OFF ○ No Entitlement to Compensation or “in lieu of” Time Off

STATUS OF FEDERAL GOVERNMENT OPERATIONS • UNDER MCIEAST						
<u>FACILITY STATUS ANNOUNCEMENT</u>	<u>EMPLOYEE STATUS</u>					
	<u>Non-Essential Personnel Scheduled to Work</u>	<u>Essential Personnel Scheduled to Work</u>	<u>Scheduled Leave</u>	<u>Scheduled Telework Day</u>	<u>Situational Telework Agreement</u>	<u>AWS Regular Day Off (RDO)</u>
EARLY DEPARTURE-XX HOUR(S) STAGGERED RELEASE-ALL EMPLOYEES MUST DEPART NO LATER THAN XX	<ul style="list-style-type: none"> • Depart ## hour(s) earlier than normal departure time and no later than XX ○ Weather and Safety Leave for remaining hours in workday 	<ul style="list-style-type: none"> • Expected to Remain at Work** 	<ul style="list-style-type: none"> ○ Leave Status for any preapproved leave (paid/unpaid) 	Telework with No Adjustment of Scheduled Time** <ul style="list-style-type: none"> • May Request Unscheduled Leave 	<ul style="list-style-type: none"> ○ Weather and Safety Leave for commute home ONLY unless unsafe telework site • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • OFF ○ No Entitlement to Compensation or “in lieu of” Time Off
IMMEDIATE EARLY DEPARTURE	<ul style="list-style-type: none"> ○ Granted Weather and Safety Leave for ## hours remaining in workday 	<ul style="list-style-type: none"> • Expected to Remain at Work** 	<ul style="list-style-type: none"> ○ Leave Status for any preapproved leave (paid/unpaid) 	Telework with No Adjustment of Scheduled Time** <ul style="list-style-type: none"> • May Request Unscheduled Leave 	<ul style="list-style-type: none"> ○ Weather and Safety Leave for commute home ONLY unless unsafe telework site • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • OFF ○ No Entitlement to Compensation or “in lieu of” Time Off
BASE/OFFICES CLOSED	<ul style="list-style-type: none"> Granted Weather and Safety Leave for ## hours schedule to work 	<ul style="list-style-type: none"> • Expected to Report to Work** 	<ul style="list-style-type: none"> ○ Leave Status for any preapproved leave (paid/unpaid) 	<ul style="list-style-type: none"> • Telework with No Adjustment of Scheduled Time** ○ Regular Time – no additional compensation May Request Unscheduled Leave 	<ul style="list-style-type: none"> ○ No Weather and Safety Leave granted unless unexpected weather or unsafe telework site • May Request Unscheduled Leave 	<ul style="list-style-type: none"> • OFF ○ No Entitlement to Compensation or “in lieu of” Time Off

**Unless otherwise directed by management.

- Annotates employee’s situation/status
- Annotates appropriate Time and Attendance for situation