

The Office of Personnel Management will provide one of the following five announcements to the media when a disruption occurs before the workday begins. These announcements do NOT apply to individuals who are designated as *emergency employees*. *Emergency employees* are expected to report for work on time unless excused by their supervisors.

D.C. Area Dismissal or Closure Procedures Disruptions before the workday begins	
Announcement	What Announcement Means
"Federal agencies in the Washington, DC, area are OPEN ; employees are expected to report for work on time."	Employees are expected to report for work on time.
"Federal agencies in the Washington, DC, area are OPEN under an UNSCHEDULED LEAVE policy."	<p>Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. <i>Employees must notify their supervisors of their intent to take unscheduled leave.</i></p> <p><i>Emergency employees</i> are expected to report for work on time.</p>
"Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL policy . Employees should plan to arrive for work no more than xx hours later than they would normally arrive."	<p>Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.</p> <p><i>Telework employees</i> are expected to report for work on time.</p> <p><i>Emergency employees</i> are expected to report for work on time.</p>
"Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL/UNSCHEDULED LEAVE policy . Employees should plan to arrive for work no more than xx hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave."	<p>Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.</p> <p>Employees who cannot report for work may request unscheduled leave for their entire scheduled workday.</p>

	<p><i>Telework employees</i> are expected to report for work on time.</p> <p><i>Emergency employees</i> are expected to report for work on time.</p>
"Federal agencies are CLOSED ."	<p>Federal agencies in the Washington, DC, area are closed. Non-emergency employees (including employees on pre-approved leave) will be granted excused absence for the number of hours they were scheduled to work. This does not apply to employees on leave without pay, leave without pay for military duty, workers' compensation, suspension, or in another nonpay status.</p> <p><i>Telework employees</i> may be expected to work from their telework sites, as specified in their telework agreements.</p> <p><i>Emergency employees</i> are expected to report for work on time.</p> <p>Employees on alternative work schedules are not entitled to another AWS day off in lieu of the workday on which the agency is closed.</p>
"Federal agencies in the Washington, DC, area are operating under an EARLY DISMISSAL policy . Employees should be dismissed by their agencies xx hours earlier than their normal departure time from work."	<p>Employees should be dismissed by their agencies relative to their normal departure times from work. For example, if a 3-hour early dismissal policy is announced, workers who normally leave their offices at 4:00 p.m. should leave at 1:00 p.m. Employees who must leave work earlier than their <i>early dismissal time</i> will be charged annual leave or leave without pay from the time of their departure through the remainder of their regularly scheduled workday. Employees on pre-approved leave for the entire workday or employees who requested unscheduled leave should be charged leave for the entire day.</p> <p><i>Telework employees</i> may be expected to continue to work from their telework sites, as specified in their telework agreements.</p> <p><i>Emergency employees</i> are expected to remain at work.</p>