

Guidance for Weather Emergencies

Winter weather, the importance to be prepared to continue the Agency's mission no matter what the weather. Being prepared means knowing what emergency weather announcements such as **"Federal Offices are OPEN under Unscheduled Leave / Unscheduled Telework"** or **"Federal Offices are CLOSED to the Public"** mean and how they apply to you. For MRP employees, a **"Federal Offices are OPEN under Unscheduled Leave / Unscheduled Telework"** announcement means that you may either take leave or telework instead of reporting into the office. This type of announcement covers employees who do not telework regularly. However, in these cases, if your power goes out, you must report to the office or take leave for the remainder of your workday.

An announcement of **"Federal Offices are CLOSED to the Public"** means that all employees with approved telework agreements must telework. This includes regularly scheduled telework, ad hoc telework, etc. In these cases, employees will receive two (2) hours of administrative leave on the day of the closure to take care of personal needs related to the closure, such as shoveling snow, pumping water from flooded areas, etc. The leave may be taken at any time during the day. If the office is closed and your power goes out while you are teleworking, you will be granted administrative leave. However, if your power returns during your regularly scheduled workday, you are required to resume telework.

In any of the above scenarios, please adhere to the following:

- Contact your supervisor to tell him or her that you are safe;
- Advise your supervisor of your choice to telework or take leave;
- Ensure you have your laptop and any other necessary equipment, paperwork etc. at home with you. If you are out of the office, e.g., on leave, or it is your day off prior to one of the above announcements, you may need to go to the office to pick up your equipment in order to be able to telework when bad weather is affecting your area.
- If you are not prepared to telework, i.e., you do not have your laptop or other necessary equipment or supplies, you must take leave.

For more information about operations during a weather-related emergency, either within the DC metro area or in the field, please see:

http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/4630sdsb.shtml#washington

The OPM guidance can be located at: <http://www.opm.gov/>.