

DLA Guidance on Dismissal and Closure Procedures
(May 2018)
DLA Human Resources (J1)

The following guidance establishes enterprise terminology on operating status; clarifies unscheduled telework when severe weather conditions or other circumstances disrupt commuting; and provides Enterprise guidance on how leave will be administered for these situations. It applies to situations that prevent Defense Logistics Agency (DLA) employees from reporting to work on time or remaining at the worksite for the full workday. It also applies, in the rare circumstance, when DLA offices are closed, including during emergency situations, adverse weather conditions, natural disasters, and other incidents causing disruptions of government operations.

In circumstances other than a closure, if employees are covered by an applicable collective bargaining agreement and a conflict arises between these instructions and the agreement, the provisions of the agreement prevail. ***NOTE: the implementation of section 6329c(b) of the Administrative Leave Act has changed what happens to teleworkers when DLA offices are closed. In sum, employees participating in a telework program under applicable agency policies are typically able to safely perform work at their approved locations (e.g., their homes), such employees will generally not be granted weather and safety leave.***

DLA Commanders/Directors have the discretion and authority to take necessary actions to protect the safety and security of employees. Therefore, if situations arise where immediate decisions need to be made with respect to granting excused absences in the face of an immediate natural or man-made event, this guidance does not preclude that authority.

For DLA organizations that are tenants on installations and follow the local installation announcements regarding delayed arrival, early dismissal and closure, unscheduled telework is authorized, this guidance does not preclude that authority.

Definitions

Regular and recurring telework: Working at an alternative worksite according to a regular and recurring pattern.

Situational telework: Working on an occasional or short term basis at an alternative worksite.

Unscheduled telework: Teleworking from an alternative worksite, to the extent practicable, when severe weather conditions or other circumstances disrupt or prevent employees from commuting or reporting to work. For reporting purposes, unscheduled telework is a type of situational telework.

Telework-ready: An employee must be on a current telework agreement (either regular, recurring or situational), have the necessary equipment and connectivity in place to perform assigned duties, and sufficient productive work available to fill the time involved.

NOTE: An employee who is regularly scheduled to or elects unscheduled/situational telework on a day when unscheduled telework is announced as an option for Federal employees are considered teleworkers for that day. Additionally, all telework-ready employees are expected to anticipate closure events, if possible, and telework or take appropriate leave. Employees are expected to begin teleworking at their normal tour of duty.

Purpose and Role of Unscheduled Telework

As a result of the Telework Enhancement Act of 2010 and the implementation of section 6329c(b) of the Administrative Leave Act when Federal offices are closed, both the Office of Personnel Management (OPM) and DLA have updated dismissal and closure procedures.

Unscheduled telework is authorized for use by employees who already have telework agreements in place (telework-ready) and are equipped to perform productive work during the closure situation.

On closure days specifically, all telework-ready employees are expected to anticipate closure events, if possible, and telework or take appropriate leave.

It may be used when workplace operating status is:

- Open with the option for unscheduled leave or unscheduled telework
- Open – XX hour(s) delayed arrival (or arrival based on a set opening time) – with option for unscheduled leave or unscheduled telework
- Open – XX hour(s) staggered early departure
- Open – XX hour(s) staggered early departure – all employees must depart no later than XX: XX at which time DLA offices are closed
- Immediate departure – DLA offices are closed
- Closed

Note: Immediate Departure is to be used in very rare situations and at the discretion of the local authorizing official designated to make those determinations.

All telework-ready employees are required to work when DLA offices are closed.

It is important to note that DLA offices will be closed when it is unsafe for employees to commute; however, telework-ready who can telework in the safety of their own homes generally *will not be granted excused absence*. The long-term focus should remain on telework-employees having the ability to work from home year-round and not on the narrow issue of who receives excused absence during a closure.

Employees with Emergency Duties

Some DLA employees have work assignments that are essential during a crisis or closure. Those

who are required to work onsite (e.g., the office) or telework on a day when DLA offices are closed (or when other employees are authorized a delayed arrival or early dismissal) are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly scheduled non-overtime hours.

DLA Telework Program Guidance

For information on the DLA Telework Program and definitions, please see the DLA Telework policy and information at: <https://resources.hr.dla.mil/employment/current/telework.asp>.

Frequently asked questions regarding telework during dismissals and closures are addressed beginning on page 7 of this procedure. Additional questions may be directed to Activity Telework Coordinators or DLA Human Resources Services Customer Account Managers.

Operating Status Table

The table on the following pages identifies the operating status types and their meanings.

References

- OPM's Operating Status - <http://www.opm.gov/status/index.aspx>
- DLA Telework Webpage – <https://resources.hr.dla.mil/employment/current/telework.asp>
- DLA Instruction 7208 – Leave Policy - <https://headquarters.dla.mil/DES/policy/i7208.htm>
- OPM Issuance of Weather and Safety Regulations (April 11, 2018)

Operating Status Announcements and What They Mean

Announcement	What this Announcement Means
Open	Employees are expected to report to their worksites or begin to telework on time. Normal operating procedures are in effect.
Open with the option for unscheduled leave or unscheduled telework	<p><i>Telework-ready employees</i> may choose to perform unscheduled telework, report to the official worksite, or take unscheduled leave</p> <p><i>Teleworking employees</i> are expected to begin telework on time or request unscheduled leave.</p> <p><i>Non-emergency employees</i> must report to work as usual or notify their supervisors of their intent to either take unscheduled leave or perform unscheduled telework or some combination.</p> <p><i>Emergency employees</i> are expected to report to their worksites on time unless otherwise directed.</p>
Open – XX hour(s) delayed arrival (or arrival based on a set opening time) – with option for unscheduled leave or unscheduled telework	<p><i>Non-emergency employees who report to the office</i> based on the delayed arrival time will be granted excused absence for the period of delay.</p> <p>Employees <i>scheduled to telework</i> or employees <i>who elect unscheduled telework on the day of the announcement</i> are expected to begin telework on time or request unscheduled leave.</p> <p>Unscheduled telework is available to <i>telework-ready employees</i>, who must notify their supervisors of their intent to telework on that day. This process is parallel to the current DLA procedure for unscheduled leave.</p> <p>Employees on <i>pre-approved leave</i> for the entire workday or employees who <i>requested unscheduled leave</i> for the entire workday are charged leave for the entire day.</p> <p><i>Emergency employees</i> are expected to report to their worksites on time unless otherwise directed.</p>

<p>Open - XX hour(s) staggered early departure</p>	<p><i>Non-emergency employees</i> will be dismissed from their offices XX hour(s) early relative to their normal departure times and will be granted excused absence for the number of hours remaining in their workdays.</p> <p><i>Teleworking employees</i> must continue to telework or take unscheduled leave, or a combination of both, for the entire workday or the remainder of the workday.</p> <p>With supervisor's permission, employees who are telework ready may depart prior to their staggered early departure times and complete the rest of the workday using unscheduled telework. Commute time is not considered hours of duty.</p> <p>Non-emergency employees who <i>depart prior to their staggered early departure times</i> may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not receive any excused absence.</p> <p>An employee on <i>pre-approved leave</i> for the entire workday or an employee who has requested unscheduled leave before an early departure policy is announced should continue to be charged leave for the remainder of the workday.</p> <p><i>Emergency employees</i> are expected to remain at their worksites unless otherwise directed.</p>
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<p>Open - XX hour(s) staggered early departure – all employees must depart no later than XX:XX, at which time DLA offices are closed</p>	<p>Employees should depart XX hour(s) earlier than their normal departure times and may request unscheduled leave to depart prior to their staggered departure times. All employees must depart at no later than XX:XX at which time DLA offices are closed.</p> <p><i>Non-emergency employees</i> will be dismissed from their offices early relative to their normal departure times or at the final departure time and will be granted excused absence for the number of hours remaining in their workday beyond their early departure times or their final departure time.</p> <p><i>Teleworking employees</i> must continue to telework or take unscheduled leave, or a combination of both, for the entire workday or the remainder of the workday.</p> <p>With supervisor’s permission, employees who are <i>telework ready</i> may depart prior to their staggered early departure times and complete the rest of the workday using unscheduled telework. Commute time is not considered hours of duty.</p> <p>Non-emergency employees who <i>depart prior to their staggered early departure</i> times or final departure time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not receive any excused absence.</p> <p>Employees on <i>pre-approved leave</i> for the entire workday or employees who have requested unscheduled leave before an early departure policy is announced should continue to be charged annual or sick leave for the entire day or remainder of the workday, as applicable.</p> <p><i>Emergency employees</i> are expected to remain at their worksites unless otherwise directed.</p>
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<p>Immediate departure – DLA offices are closed</p>	<p>Employees should depart immediately. DLA offices are closed</p> <p><i>Non-emergency employees</i> should depart immediately from their offices. All non-emergency employees will be granted excused absence for the number of hours remaining in their workday unless they are:</p> <ul style="list-style-type: none"> • on pre-approved paid leave (they will be charged leave for the pre-approved period of absence), • on official travel, • on leave without pay, or • on an alternative work schedule (AWS) day off. <p><i>Teleworking employees</i> must continue to telework or take unscheduled leave, or a combination of both, for the entire workday or the remainder of the workday.</p> <p><i>Emergency employees</i> are expected to remain at their worksites unless otherwise directed.</p>
<p>DLA offices are closed</p>	<p><i>Emergency employees</i> are expected to remain on duty or report for work on time, unless otherwise directed.</p> <p><i>Non-emergency employees</i> (including employees on pre-approved paid leave) will generally remain on leave if the office at which the employee works is closed. However, if the employee is scheduled to use sick leave for a medical appointment and that medical appointment is cancelled, the legal basis for the sick leave has been eliminated and the sick leave must be cancelled. In addition, if an employee has scheduled annual leave, that leave may be cancelled if the employee is ready, willing, and able to telework (telework-ready with a telework agreement in place) and agrees to perform telework in lieu of the scheduled leave. Also, employees on official travel, on leave without pay, or on an AWS day off remain in that status.</p> <p><i>Telework-ready employees</i> must telework the entire workday or take appropriate leave.</p>

Questions and Answers

1. **Q:** Why is DLA Human Resources issuing this guidance?

A: This guidance is intended to provide consistent and clear guidance for DLA organizations to integrate into their contingency planning processes. In addition, this guidance addresses “unscheduled telework” for all telework-ready employees, who are expected to work on or continue working on early dismissal, delayed arrival, and closure days in spite of weather or other events that would disrupt the normal workday. This option enhances DLA’s continuity of operations posture and disaster preparedness.

2. **Q:** Why did OPM introduce unscheduled telework?

A: OPM has consistently recommended that agencies use telework as an essential part of their contingency planning. This is a way for agencies and employees to maintain continuity of operations during snow and other emergencies and help ensure the safety of the Federal workforce and the general public.

3. **Q:** Is unscheduled telework a new form of telework?

A: Unscheduled telework is a more strategic use of an existing tool that agencies utilize. Unscheduled telework is associated with an operating status announcement that allows employees to use situational telework without prior supervisory approval, similar to unscheduled annual leave.

4. **Q:** How does the unscheduled telework concept work?

A: Unscheduled telework is used in conjunction with an unscheduled leave announcement. All telework-ready employees are expected to telework in these situations or request appropriate leave. Unscheduled telework allows employees to continue to achieve work results and remain safe.

5. **Q:** What is a telework-ready employee?

A: To be considered telework-ready an employee must have completed the required training, have a current telework agreement in place, and have access to the tools and equipment needed to work productively from a safe alternate location.

6. **Q:** Is every DLA employee eligible to perform unscheduled telework?

A: No. An employee must be telework-ready. See definition above and refer to the DLA Telework policy and related information at:

<https://resources.hr.dla.mil/employment/current/telework.asp>.

7. **Q:** Can an employee be required to perform "unscheduled telework" when DLA is operating under an announcement of "Open with the Option for Unscheduled Leave or Unscheduled Telework"?

A: No. Unscheduled telework gives a telework-ready employee the option to choose to telework, take leave, or report to duty.

8. **Q:** Who designates which employees have emergency duties?

A: DLA leaders and supervisors are responsible for determining who will be designated as having emergency duties.

9. **Q:** Will DLA telework-ready employees be required to work on a day when DLA offices are closed?

A: Yes. Teleworkers are required to work as a regular workday, and normal time and attendance rules apply. Employees should take appropriate steps to prepare to telework in the event of proposed weather or other emergency situations.

10. **Q:** What happens if a telework employee who is required to work loses electricity or has a personal situation on a day that "Offices are Closed"?

A: DLA Major Subordinate Commanders/Directors; J/D Code Directors and DLA Chief of Staff will exercise their discretion and authority to grant appropriate leave or an excused absence on a case-by case basis for those required to work when "Offices are Closed." It's important to keep in mind, leadership will ensure weather-related leave decisions are implemented/applied consistently within activities under their span of control.11. **Q:** What happens if a telework employee who is required to work has a personal situation or loses electricity so that teleworking is not possible on a day that "Offices are Open with the option for unscheduled leave or telework"?

12. **Q:** Will non-emergency and non-telework-ready employees be charged leave on a day that the employee's office is closed?

A: No. When the employee's office is closed, the day is a non-workday, and such employees may not be charged leave on that day. (Note: This policy does not apply under delayed arrival or early dismissal announcements.)

13. **Q:** Are DLA employees who elect unscheduled telework expected to work a full day when DLA is open and operating under a delayed arrival?

A: Yes. The goals of unscheduled telework are employee safety and productivity. For employees who choose to perform unscheduled telework (as opposed to unscheduled leave),

the day is a regular workday, and normal time and attendance rules apply.

14. **Q:** When the operating status is "Open with the option for unscheduled leave or unscheduled telework," may non-emergency employees request supervisory approval to change their AWS or rearrange their work hours under a flexible work schedule?

A: Yes. Subject to supervisory approval.

15. **Q:** If an employee chooses to do unscheduled telework during inclement weather or another emergency, does that replace a regularly scheduled telework day?

A: No. Unscheduled telework is not intended to replace or preempt a regularly scheduled telework day.

16. **Q:** If DLA announces a two-hour delayed arrival and the employee arrives later than the designated number of hours, will the employee be charged annual leave for the excess time?

A: Yes. The employee will be charged the appropriate type of leave for the situation. For example, if DLA announces a two-hour delayed arrival policy and an employee arrives for work three hours later than his/her normal arrival time, the employee is charged annual (or other appropriate) leave for one hour. However, in the case of unusual circumstances or hardship, a supervisor may grant excused absence for the excess time.

17. **Q:** When the operating status is "Open under a staggered early departure" and non-emergency employees are dismissed from their offices earlier than their normal departure times from work, will they be granted excused absence for the number of hours remaining in their workday beyond their designated early departure time?

A: Yes. For example if a three-hour early departure time is announced, employees who normally leave their offices at 5 p.m. would be authorized to leave at 2 p.m. and would be granted three hours of excused absence.

18. **Q:** Can an employee take unscheduled leave or unscheduled telework if they leave work before a staggered early departure is announced or before his/her early departure time?

A: Yes. Employees have the option to request unscheduled leave or unscheduled telework if they wish to leave prior to the designated departure time. Employees who take unscheduled leave should be charged annual (or other appropriate) leave beginning at the time the employee left work and for the remainder of the scheduled workday. However, in the case of unusual circumstances or hardship, a supervisor may grant an excused absence. Please note that, with supervisory approval, a *telework-ready employee* may depart prior to the staggered departure time without charge to annual leave, provided the employee makes up the time later in that day by teleworking.

19. **Q:** If an employee is on pre-approved, pre-scheduled leave on a day when the worksite is closed, what leave status is the employee carried in?

A: An employee on pre-approved paid leave will generally remain on leave if the Federal office at which the employee works is closed. However, if the employee is scheduled to use sick leave for a medical appointment and that medical appointment is cancelled, the legal basis for the sick leave has been eliminated and the sick leave must be cancelled. In addition, if an employee has scheduled annual leave, that leave may be cancelled if the employee is ready, willing, and able to telework (telework-ready with a telework agreement in place) and agrees to perform telework in lieu of the scheduled leave. However, since the administration of leave remains at the discretion of the agency, agency-specific rules concerning when an employee will be permitted to cancel leave remains subject to agency policy in accordance with any applicable collective bargaining agreements or requirements (as consistent with law).

20. **Q:** What happens if I choose unscheduled telework and either I don't have enough productive work to do for the entire workday or my supervisor questions whether I have enough productive work?

A: If an employee chooses to do unscheduled telework and there is a concern that the employee doesn't have a full day's work available at home, the supervisor and employee should discuss the situation and work out a combination of telework time and annual (or appropriate) leave that will add up to the full workday(s).

21. **Q:** I know the time and attendance code for regular telework is "TW," but what is the time and attendance code for unscheduled telework?

A: "TS" – for situational telework.