



# HUD Office Closures And Emergency Dismissal Information 2014-2015

## Staff Bulletin

PDB-SB-14-011

The Office of the Chief Human Capital Officer would like to remind employees of the different methods available to determine the operating status of HUD Field Offices and Headquarters. With that in mind, we provide the following information and links for your convenience.

In addition to the methods identified below, you can always call the **HUD Emergency Information Hotline** at **1 (866) 463-6483\***.

### **Automated Operating Status Notices for Federal Employees (DC Area)**

Every year there are days when you wonder if we will be told to leave work early or mornings when you are not sure if work will be called off. There is now a way to obtain up-to-the-minute information for the Washington D.C. area on your computer, laptop or mobile device. Employees may subscribe to the Office of Personnel Management's (OPM) operating status list and will be notified when the federal government is on a delayed opening, closed, or open with liberal leave. If you are interested in obtaining OPM's operating status updates, please [complete this short form](#). You will then receive a confirmation notice from OPM that requires a response for verification.

Employees may also download the free [OPM alert mobile app](#) on their mobile phones and electronic devices which provide a real time look at the current operating status for Federal Government offices in the Washington, DC area. This app allows employees to instantly view the current and active operating status and sign up for optional push notifications when status changes occur.

### **Dismissal/Closure Procedures (DC Area)**

A 2013-2014 Staff Bulletin was issued and the information provided in that [Staff Bulletin](#) is still applicable. These procedures apply to situations that prevent significant numbers of Federal employees in the Washington, DC area from reporting to the office on time or remaining at the office for the full workday and for situations which require Federal offices to close, including emergencies, severe weather conditions, natural disasters, and other incidents causing disruptions of Government operations.

Additionally, the [OPM Operating Status website](#) also announces on a daily basis the operating status for agencies in the Washington, DC area.

Information on the Washington, DC operating status can also be obtained by calling OPM's Hotline number at **(202) 606-1900\***.

\* **Hearing impaired users** may utilize the **Federal Relay Service** by dialing **1 (800) 877-8339** to reach a Communications Assistant (CA). The CA will dial the requested number and relay the conversation between a standard (voice) telephone user and text telephone (TTY) user.

### **Dismissal/Closure Status in Other Geographic Areas**

Federal Executive Boards are located in cities which are major centers of Federal activity, and composed of the Federal field office agency heads and military commanders in these cities. Given a weather-related situation, the Boards provide information to the local agency head to assist that individual in making an operating status decision. Please note that each local agency head makes workforce status decisions for

their agency employees. The operating status for HUD Field Offices can be accessed by visiting the [Federal Executive Board website](#). **NOTE:** For the Richmond, VA Field Office, read the policy [here](#).

### **Telework During Dismissal/Closure**

Employees must have an approved Telework agreement in place to Telework. The advantage of having an approved Telework agreement (even if you do not Telework on a regular basis) is - if the weather conditions warrant and "unscheduled leave" or "unscheduled Telework" is announced - you may work from home without using leave. You can learn more about Telework by visiting the [Telework page](#) or by contacting your [Telework coordinator](#). However, if you have a Telework agreement, and you do not take leave, you will be required to work if the office is closed or closes early.

Managers are encouraged to permit Telework-ready employees to use unscheduled Telework on any day OPM makes an unscheduled Telework announcement prior to the beginning of the workday. Telework-ready employees must notify their supervisor of their intent to use unscheduled leave or unscheduled Telework, as appropriate. When OPM announces an early departure, employees who are already performing Telework for the day are required to continue to work, if feasible or may request to take annual leave, earned compensatory time, credit hours, or leave without pay (LWOP). Excused absence may be granted to Telework employees on a case-by-case basis (e.g., for electricity/infrastructure/connectivity issues, childcare or eldercare issues) on days when they are otherwise required to Telework when Federal offices are closed to the public. **Managers may not require an employee to participate in the Telework Program.**

For questions please contact [Natisia Wilson](#), (202) 402-2048 or [Kimberly Byrd](#), (202) 402-5559.