

**NIH Child Care Programs
Inclement Weather - Opening and Closure Procedures**

The following procedures will be implemented as minimum standards to ensure that the NIH Child Care Programs are operating as normally as possible during adverse weather conditions (snow emergencies, severe icing conditions, floods, and hurricanes), natural disasters, and other disruptions of the Federal Government's operations (air pollution, disruption of power and/or water, interruption of public transportation, etc.).

When there are disruptions of the Federal Government operations, the Office of Personnel Management (OPM) will make announcements to the media as to whether Federal agencies in the Washington, DC, area are "open" or "closed," or operating under an "unscheduled leave," "delayed arrival," or "early dismissal" policy. During these situations, the NIH Child Care Programs hours of operation will be as follows:

Announcement	What Announcement Means	NIH Child Care Programs Hours of Operation
1. "Federal offices in the Washington, DC area are OPEN; employees are expected to report for work on time."	NIH Employees are expected to report for work on time.	The NIH Child Care Programs will open on time.
2. "Federal offices in the Washington, DC area are OPEN with option for UNSCHEDULED LEAVE or UNSCHEDULE TELEWORK policy."	NIH Employees who cannot report for work may request unscheduled leave or telework for their entire scheduled workday. NIH Emergency employees are expected to report for work on time.	The NIH Child Care Programs will open on time.
3. "Federal offices in the Washington, DC area are OPEN under a XX Hour (S) DELAYED ARRIVAL policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive."	NIH Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. NIH Emergency employees are expected to report for work on time.	The NIH Child Care Program MAY open no more than ONE hour later than they would normally open.
4. "Federal offices in the Washington, DC area are OPEN under a DELAYED ARRIVAL/UNSCHEDULED LEAVE/UNSCHEDULE TELEWORK 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 or telework. "	NIH Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. NIH Emergency employees are expected to report for work on time.	The NIH Child Care Program MAY open no more than ONE hour later than they would normally open.

5. "Federal offices are CLOSED. "	Federal agencies are closed. Emergency and telework ready employees must follow their agency's policy.	The NIH Child Care Programs will be closed.
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DISRUPTIONS AFTER THE WORKDAY BEGINS

The Office of Personnel Management will provide the following announcement to the media when a disruption occurs after the workday begins.

Announcement	What Announcement Means	NIH Child Care Programs Hours of Operation
6. "Federal Offices in the Washington, DC area are operating under an EARLY DISMISSAL policy. Employees may/should be dismissed by their agencies xx hours earlier than their normal departure time from work."	NIH 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.	The NIH Child Care Programs will close xx hours earlier than their normal closing time. Parents may be notified by the centers. For Example, if a 3 hour "early dismissal" policy is announced,, NIH Child Care Programs which normally closes at 6:00 pm, will now close at 3:00 pm.
7. "Immediate Departure- Federal Offices are Closed."	NIH Employees should be dismissed according to instructions of the NIH Director.	The NIH Child Care Programs will close one hour after the specific dismissal time announced by the NIH Director.

These procedures are based on the principle that the business of the Federal Government is vital to serving the public everywhere, and we must do so without compromising the safety of our employees, their families, and the NIH Child Care staff.

The NIH Child Care Programs should designate emergency employees who are critical to their center's operations in the event of a modified opening or closure situation. The designation of emergency employees may vary according to the particular nature of an exigency. Such designations should be part of the center's modified hours of operation policy and included in their Parent Handbooks and predominately posted in each center.

For more information about the NIH Dismissal and Closure procedures go to:
<http://hr.od.nih.gov/workingatnih/operatingstatus/procedures.htm>

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 JAH