

Hazardous Weather Policy  
Madison, WI

**1. Decision to Close, Delay Start, and Early Dismissal**

- A. In the event of hazardous weather or other emergency events, the decision to close or delay opening prior to normal work hours or to dismiss early is at the discretion of the Location Coordinator (LC) or their designee.
- B. Closure or early dismissal due to hazardous weather will be based on current weather reports and/or road conditions.
- C. All employees are to presume, unless otherwise officially notified, that their work activity will be open each regular workday regardless of weather conditions that may develop. Employees are normally expected to cope with difficult driving conditions or disruptions of public transportation facilities and arrive to work as scheduled.
- D. The LC or Administrative Officer (AO) will notify the Area Office whenever it becomes necessary to close any or all facilities for any period of time.
- E. The lead scientist (SY) for Milwaukee and Sturgeon Bay must contact the Research Leader (RL) or Acting Research Leader of their unit to propose closure. The Farm Manager must contact the Center Director to propose closure. The Location Coordinator (LC) or Acting Location Coordinator must be notified by the Research Leader.

**2. All Day Closure or Delayed Opening Announcements**

- A. All day closures, delayed openings or other events will be announced using the Omnilert System (text notification). NOTE: Employees are responsible for making changes within Omnilert if their emergency contact information changes.
- B. On rare occasions a Federal facility may announce a delayed opening (i.e. offices will be closed from the beginning of the normal workday until a specified opening time later in the day).
- C. Every effort will be made to announce a closure or delayed opening by 7:00 a.m.

**3. Exigency Employees**

- A. Exigency employees are expected to report, as needed, and perform only those duties determined to be essential.
- B. Exigency employees for emergency and/or hazardous weather conditions are approved through the annual ARMPS process.

#### **4. Leave and Telework (Building Closure)**

- A. To facilitate continuity of business operations and, in accordance with the Department Regulation (DR) on Telework, employees who have a regular or ad-hoc/situational telework agreement are required to telework or request leave during location closures due to hazardous weather. Supervisors and employees should plan for anticipated emergencies, particularly hazardous weather, to the maximum extent possible and discuss work that can be accomplished as well as ensure the employee has the means to do so (e.g. laptop, phone, internet access, etc.).
- B. Leave will be based on the employee's scheduled start time, as reflected on the approved Master Schedule, and the time the facility opens.
- C. If employees have approved scheduled leave and a closure occurs, then the approved scheduled leave will be charged.

#### **5. Inability to Report**

- A. Employees who are unable to report, or who choose not to report to work because of weather conditions, should contact their immediate supervisor as soon as practical regarding their status and/or to request annual leave.
- B. A liberal annual leave policy will be in effect whenever weather or driving conditions are hazardous, but an employee must call to request leave.
- C. Annual leave may only be denied for valid operational needs.

November 9, 2018

Dated

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