

## **Attachment C: Rocky Mountain Region Office Closure, Delay Opening, and Early Departure Script**

### Office Closure:

*“Due to inclement weather (or other emergency situation), the Regional Office will be closed on (DATE).*

*Non-emergency employees will be granted administrative leave for the number of hours they are regularly scheduled to work.*

*Emergency employees are expected to report to work unless otherwise directed by their supervisor.*

*Employees scheduled to telework must continue their telework schedule or take unscheduled leave, or a combination of both for the entire workday. Employees with approved telework agreements who were not regularly scheduled to telework may choose to do so if they have work to perform and have notified their supervisor.*

*Employees on pre-approved paid leave shall continue to be charged leave for the period for which their leave has been approved. Employees on official travel status are expected to continue regular schedule.”*

### Delay Opening:

*“Due to inclement weather (or other emergency situation), the Regional Office will open at XXXX hours.*

*Non-emergency employees will be granted administrative leave for the number of hours they are regularly scheduled to work.*

*Emergency employees are expected to report to work unless otherwise directed by their supervisor.*

*Employees scheduled to telework must continue their telework schedule or take unscheduled leave, or a combination of both for the entire workday. Employees with approved telework agreements who were not regularly scheduled to telework may choose to do so if they have work to perform and have notified their supervisor.*

*Employees on pre-approved paid leave shall continue to be charged leave for the period for which their leave has been approved. Employees on official travel status are expected to continue regular schedule.”*

### Early Departure:

*“Due to inclement weather (or other emergency situation), the Regional Office will close at XXXX hours.*

*Non-emergency employees will be granted administrative leave for the number of hours they are regularly scheduled to work.*

*Emergency employees are expected to report to work unless otherwise directed by their supervisor.*

*Employees scheduled to telework must continue their telework schedule or take unscheduled leave, or a combination of both for the entire workday. Employees with approved telework agreements who were*

*not regularly scheduled to telework may choose to do so if they have work to perform and have notified their supervisor.*

*Employees on pre-approved paid leave shall continue to be charged leave for the period for which their leave has been approved. Employees on official travel status are expected to continue regular schedule.”*