

## TIMECARD STATUS IN AN EMERGENCY CLOSURE

Employee Emergency Designation	Employee Status	Employee Timecard
<b>Applicable to all employees, regardless of designation</b>	Pre-approved leave for full or partial day	Employees on pre-approved leave will remain on leave, unless they were on sick leave for an appointment and that appointment is canceled in which case they can request telework or request another leave type.
	Regular day off (RDO) under compressed work schedule (CWS)	No change – not entitled to “in-lieu of” day off
	Official travel outside DC metro area	Regular duty status
	Non-pay status: leave without pay, leave without pay for military duty, workers’ compensation, suspension, or in another non-pay status	No change in status. Employee is not granted excused absence when Federal offices are closed to the public. The employee should remain in his/her current status.
	Employee does not communicate status to supervisor and fails to report to duty location, request unscheduled leave or telework, or is not eligible for excused absence	Absence Without Leave (AWOL)
<b>Emergency (Tier I)</b>	Report for regularly scheduled workday	Regular duty status for full tour of duty, unless leave requested** or unable to work due to unique circumstances* and absence excused. If on pre-approved leave, employee remains on leave (see above).
<b>Non-Emergency/teleworker (Tier II)</b>	Regularly scheduled telework day*	Regular duty status, unless leave requested**. Timecard should also reflect telework “TW” for the day. If on pre-approved leave, employee remains on leave (see above).
	Telework-ready*: expected to telework full tour of duty under unscheduled/ad hoc telework, in accordance with supervisor’s expectations	Regular duty status, unless leave requested**. Timecard should also reflect telework “TW” for the day. If on pre-approved leave, employee remains on leave (see above).
<b>Non-emergency/non-teleworker (Tier III)</b>	Regularly scheduled work day	Excused absence

\* If an employee is unable to telework due to unique circumstances, the supervisor may grant excused absence on a case by case basis. Case by case considerations include: an employee’s inability to telework due to lack of power or connectivity; equipment failure or unavailability; or childcare or eldercare issues.

\*\* If Emergency or Non-emergency telework-ready employees choose not to telework (unrelated to lack of power or connectivity; equipment failure or unavailability; or childcare or eldercare issues), they should request leave.

NIH Dismissal and Closure FAQs: <http://hr.od.nih.gov/workingatnih/operatingstatus/FAQs.htm>