

TIMECARD STATUS WHEN OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR TELEWORK

Employee Emergency Designation	Employee Status	Employee Timecard
Applicable to all employees, regardless of designation	Pre-approved leave for full or partial day	No change – employee remains on pre-approved leave.
	Regular day off (RDO) under compressed work schedule (CWS)	No change – employee 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 – employee should remain in their 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)
Emergency (Tier I)	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.
Non-Emergency/teleworker (Tier II)	Regularly scheduled telework day*	Regular duty status (timecard should also reflect telework “TW” for the day), unless leave requested**.
	Telework-ready*: expected to either report to duty location or request ad hoc telework for his or her full tour of duty, in accordance with supervisor’s expectations.	If the employee reports to his or her duty location, then regular duty status. If he or she requested ad hoc telework, then timecard should reflect “TW” for the day. If he or she requested unscheduled leave**, then timecard should reflect type of leave requested.
Non-emergency/non-teleworker (Tier III)	Regularly scheduled work day	Regular duty status unless unscheduled leave requested, in which case timecard should reflect type of leave requested.

* If an employee is unable to report to their duty location or 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 report to their duty location or 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>