

Inclement Weather/Other Emergency Operating Status Announcements

The operating status announcements described below represent employee work status during weather events and other local emergencies. Agencies should work to familiarize their employees with these operating status announcements so employees are prepared to act.

1. Open

Federal agencies are "Open." Employees are expected to begin the workday on time. Normal operating procedures are in effect.

2. Open with Option for Unscheduled Leave or Unscheduled Telework

Employees have the option to use unscheduled leave or unscheduled telework. Employees must get permission from their supervisor for the intent to use unscheduled leave or unscheduled telework (if the employee is a telework program participant). Remote workers and employees regularly scheduled to telework continue to work and may request to take unscheduled leave.

Example 1: Employee A works for the DHR. Employee A is a participant in his agency's telework program. A snowstorm hits that impacts his worksite. Employee A's agency announces that the agency is open with the option for "unscheduled telework or unscheduled leave." Employee A notifies his supervisor that he would like to perform unscheduled telework and starts to work at his normal start time.

3. Delayed Arrival

During a delayed arrival operating status announcement, remote workers and employees regularly scheduled to telework that day are expected to begin work on time for a normal duty day or request leave or other paid time off and should not be granted weather and safety leave.

**Status: Open - X Hours Delayed Arrival - With Option for
Unscheduled Leave or Unscheduled Telework**

Federal agencies in the FLW area are **Open** under a 2/4/6 **hour Delayed Arrival** and employees have the **Option for Unscheduled Leave or Unscheduled Telework**. Employees should plan to arrive for work no more than 2/4/6 hours later than they would normally be expected to arrive.

Telework Employees Not Scheduled to Telework and Requesting Unscheduled Telework must be prepared to telework, take unscheduled leave or other paid time off, or a combination-thereby accounting for the entire workday. In general, weather and safety leave is not available to telework employees who do not report to the office.

Remote Workers and Telework Employees Scheduled to Telework are expected to begin their workday on time unless requesting unscheduled leave. In general, weather and safety leave is not available to remote and telework employees who do not report to the office.

Non-Telework Employees, and Telework Employees Not Scheduled to Telework and Not Requesting Unscheduled Telework are expected to either report to the office and be granted weather and safety leave for up to the specified hours past their normal arrival time or request unscheduled leave for the entire workday. Weather and safety leave is not available to those employees requesting unscheduled leave.

Mission Critical/Essential Employees are expected to report to their worksite on time unless otherwise directed by their agencies.

Employees on Pre-approved Leave (paid or unpaid) or other paid time off (e.g., compensatory time off, credit hours)-including an employee who requests unscheduled leave or other paid time off-generally should be charged leave or other paid time off and not receive weather and safety leave.

Example 1: In other words, if there is a 2 hour delay and the employee's normal report time is 0700, that employee should now report at 0900, or if an employee's normal report time is 0730, that employee should now report at 0930, etc. The two-hour delay applies only to personnel who report to work prior to 0930. The maximum amount of weather and safety leave that may be provided under this announcement is 2 hours.

4. Early Departure

Early Departure – X Hour(s) Staggered Release

Non-mission critical/essential employee depart a set number of hours earlier than their normal departure times and will be granted weather and safety leave for the number of hours remaining in their workday, except as otherwise provided for telework program participants and remote workers.

Remote workers must continue to work during an early departure announcement or take unscheduled leave or other paid time off, or a combination of both, for the remainder of their tour of duty and should not be granted weather and safety leave.

Due to inclement weather, an early staggered release for those personnel who are non-mission essential (as previously identified by their supervisor) is authorized for the weather event. Personnel should contact their immediate supervisor with any questions.

Supervisors are encouraged to manage early release with the following guidance beginning at N-hour:

- N-hour, personnel who reside 30 miles or more from FLW
- N+30 min, personnel who reside 20 miles or more from FLW
- N+60 min, personnel who reside 10 - 20 miles from FLW
- N+90 min, personnel who reside less than 10 miles from FLW
- N+120 min, personnel who reside on the installation

Unscheduled leave policy, also known as liberal leave policy, is in effect. Please check with your immediate supervisor.

5. Curtailed Operations / Suspended

In general, employees will be granted weather and safety leave for the number of hours they were scheduled to work unless they are (1) a mission critical/essential employee, (2) a telework eligible program participant, (3) a remote worker, (4) on official travel outside of the duty station, (5) on preapproved absence.

Due to severe weather conditions, non-essential operations on Fort Leonard Wood are suspended for all personnel; only essential operations, such as emergency, road clearing and dining facility services, will be conducted. Fort Leonard Wood personnel should contact their immediate supervisors if they have any questions regarding work schedules.

6. Baseline Facility Operations.

DFMWR:

-Curtailed / Suspended

All MWR Facilities to include fitness centers, Child Development Centers (CDC), and School Age Services (SAC) will be closed.

-Early release

DFMWR Child Development Centers and School Age Services will close facilities 30 minutes after the LAST Early Release time.

DFMWR Fitness Centers will CLOSE 30 minutes after an official notification of an Early Release decision.

DFMWR Facilities will CLOSE 30 minutes after an official notification of an Early Release decision.

-Delayed reporting

Child Development Centers: will open as stated below and close at their normally scheduled times.

2hrs delay the CDCs will open at 0800 hrs.

4hrs delay the CDCs will open at 1000 hrs.

6hrs delay the CDCs will open at 1200 hrs.

School Age Center: will follow the hours listed above for CDCs if Waynesville Schools are cancelled or AMI learning is implemented; otherwise, SAC will open as scheduled for afternoon care only and close at their normally scheduled times.

Davidson Fitness Center: will open at 0800 hrs. with reduced staff in order to support the FLW mission and close at their normally scheduled times. Specker Gym will open based on delayed start guidance as staffing allows. All other MWR Facilities: will open and close in accordance with delayed start guidance. Please check the MWR web pages www.leonardwood.armymwr.com and www.facebook.com/mwr.ftwood for details.

GLWACH:

Hospital Appointments at GLWACH during a weather event will be rescheduled. The Emergency Room remains open 24/7. Please check the General Leonard Wood Army Community Hospital Facebook page at www.facebook.com/GLWACH/ for details.

Commissary:

Please check the Commissary web page <https://corp.commissaries.com/shopping/store-locations/fort-leonard-wood> for details.

Main PX, Mini-Mall and Shoppettes:**-Curtailed / Suspended**

All exchange facilities will be closed with the exception of the North and South Express locations. Hours of operation will be 1200-1600.

-Early release

Exchange facilities will close two hours after the final release time for the installation. North and South Express included.

-Delayed reporting

North and South Express will open at 0800. All other facilities will open by 0900 or their regular opening time if later.

ID Card Section:

If you have an ID Card Appointment scheduled during a weather event, one of the ID Card Team Members will contact you to reschedule your appointment. If you do not hear from them within 24 hours from your scheduled appointment, call them at 573.596.0744. Please note that the office is closed on holidays/weekends.

Contact LRC at 573.596.1781 for guidance/updates on TMP Troop Trans.

Contact AWSS at 573.596.0380 or G-33 at 573.855.1846 or 573.528.0798 for guidance/updates on Water and Ammo Delivery.

For current road conditions on the installation, call the SNAIR hotline at 573.563.4141, or visit the Weather/SNAIR web page at <https://home.army.mil/wood/index.php/Garrison/weather>.

Updates can also be found on the official Fort Leonard Wood Facebook page at www.facebook.com/fortleonardwoodmissouri/

Check road conditions prior to travel, always adjust your speed down to account for lower traction when driving on snow or ice. Travel only when absolutely necessary during severe conditions.