



PRETRIAL SERVICES AGENCY
FOR THE DISTRICT OF COLUMBIA
OFFICE OF THE DIRECTOR

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MEMORANDUM

DATE: December 22, 2011

TO: All PSA Staff

FROM: Clifford T. Keenan
Deputy Director

Clifford T. Keenan

SUBJECT: Emergency Operating Procedures

Given our role as a Federal law enforcement Agency and the important services we provide to the court, the community, and the defendant population we supervise, the Pretrial Services Agency (PSA) must maintain adequate staff coverage when the Office of Personnel Management (OPM) announces that the Federal Government will have a change in its normal operating status,¹ such as for a **delayed arrival, unscheduled leave/unscheduled telework, staggered early departure, immediate departure, shelter in place, or when Federal offices are closed to the public** (most often as the result of hazardous weather conditions). This is also true in situations that impact only our Agency, such as if there is a building closure for an extended period of time. Typically, the D.C. Superior Court and U.S. District Court follow the Federal Government's operating status determinations, except that C-10 (arraignment court) often remains open even during hazardous weather conditions. We are all required to ensure that the PSA mission-critical work continues even during such emergencies.

I. OPERATIONS EMERGENCY PERSONNEL, OTHER MISSION-CRITICAL EMERGENCY PERSONNEL, AND TELEWORK-READY PERSONNEL

A. Emergency Personnel

Within the Office of Operations, **ALL supervisors, special assistants, pretrial services officers (to include quality assurance officers), assistant pretrial services officers, and drug testing technicians are considered to be emergency personnel.** However, in order to avoid requiring all emergency personnel from having to report in every instance, Operations utilizes a "team" concept in designating which emergency personnel have been "activated" (and are thus required to report for duty on time). Within Operations, each emergency staff member is assigned

¹ Please note: pursuant to OPM policy, the Federal Government operating status does not apply to evening, midnight, weekend, or holiday schedules. Staff members who are scheduled to work any of these shifts are expected to report for duty on time for their regular tour of duty UNLESS they are notified by their supervisor that conditions do not warrant/permit reporting.

to a team (or teams) within their respective program areas.

Once a team has been ACTIVATED, each member of that team is an **emergency employee** and is **required to report for duty on time**. Staff members on teams that have not been activated are considered to be “non-emergency employees” for that particular day, and abide by the reporting procedures in place for non-emergency personnel (*e.g.*, they may report for duty following a delayed arrival or utilize unscheduled leave). The current list of team assignments can be found on the PSAWeb page and at PSA’s external site (<http://www.psa.gov/status>). Managers and supervisors will update this list of team assignments on a regular basis.

In all other components, Office Directors designate **mission-critical emergency personnel** depending on the nature of the disruption and the needs of the Agency in fulfilling its mission. This may be done by way of a fixed calendar or on a case-by-case basis. These employees are also required to report for duty on time.

B. Non-emergency Personnel

Within Operations, program assistants (PAs) and staff whose teams have not been activated are deemed to be non-emergency personnel. In all other offices, most staff are considered to be non-emergency, except for those persons whom the respective Office Director has identified as being mission-critical emergency personnel. Depending upon the nature and extent of the situation and its impact on the Agency, some personnel who would normally be non-emergency, such as PAs, may be deemed mission-critical emergency personnel if the need arises (for instance, if the Agency is closed for several weeks, PAs and HR staff may be required to report for duty in order to process payroll).

C. Telework-Ready Employees

The Telework Enhancement Act of 2010 requires Federal agencies to integrate telework into their continuity of operations plans (COOP). OPM advises agencies to make telework arrangements a standard part of all agency emergency planning to ensure the Federal Government is well positioned to carry out its essential functions for continuity of operations. Since changes in the Federal Government’s operating status are intended to assist staff who would be commuting to the work site, staff who are regularly scheduled to telework (or are authorized unscheduled telework) on a day when there is a delayed arrival or early departure are required to work their regular telework tour (*i.e.*, begin and end work at their normally scheduled time) or request leave for any hours not worked.

PSA has been making substantial progress in expanding the number of personnel who are “telework-ready” throughout the Agency to assist in fulfilling its mission regardless of any situation that may arise. A “telework-ready” employee is defined as an employee: 1) who is on an approved telework agreement (whether it is regular or ad hoc) who telework regularly and routinely (at least once a month); 2) whose regular work is portable (*i.e.*, the work is able to be performed at a remote location); and 3) who has an adequate amount of work that he/she is able to perform for a particular day.² As we continue to refine our policies and procedures to reflect this expansion, the following

² For example, a drug testing technician who is on an ad hoc telework agreement in order to do on-line training a few

procedures apply:

1. Operations emergency personnel and other mission-critical emergency personnel may not participate in **unscheduled telework**, whether they are on a regular or ad hoc telework agreement; however, they may receive approval to telework from their supervisor (or emergency team supervisor, if teams have been activated) prior to the start of their tour of duty. **Even on days when otherwise scheduled to telework, emergency employees may be required to report to the work-site if there is a need.** However, supervisors are encouraged to be as flexible as possible in considering requests for unscheduled telework from emergency and other mission-critical personnel.
2. Non-emergency personnel who are **telework-ready** are expected to work (either at their work-site or telework site) or take leave when the Federal Government has announced a change in its operating status. If OPM announces unscheduled telework, non-emergency staff whose telework agreement specifically authorizes unscheduled telework may do so without **prior** approval, but must notify their supervisor of their intent to telework prior to the start of their tour of duty, or as soon as possible.

All telework-ready employees may be called upon to work at the telework site or may be required to report to their official duty station,³ if the needs of the Agency require. The employee's supervisor is responsible for notifying the employee should this be the case.

II. GOVERNMENT STATUS

A. Federal Government on a Delayed Arrival and/or Unscheduled Leave/Unscheduled Telework Status

For the most usual occurrences (*i.e.*, the Federal Government is open with a delayed arrival, or utilizes an unscheduled leave/unscheduled telework status), ALL Operations teams are automatically ACTIVATED. **Therefore, all Operations staff designated as emergency employees, as well as other mission-critical emergency personnel outside of Operations, are expected to report for their regular tour of duty on time.**⁴ If the courts are closed, or only C-10

times a year would not be considered telework-ready for these purposes – her regular or normal work is not “portable.” However, a PSO (who is not on an activated team and thus is non-emergency) who teleworks one or more times a month may be required to telework on a day the government is closed to the public in order to complete court reports that are due to be filed. Similarly, an IT software architect on a regular telework agreement, but who has not been identified as mission-critical, will be expected to telework so long as he has an adequate amount of work that can be done. If he does not, he would not be expected to telework.

³ If the employee's telework location is not operational (*e.g.*, no electricity, no connection to PSA systems), the employee is expected to report to his/her official duty station or to use leave to account for their work time. However, a supervisor may grant an excused absence if the lack of operational capability is the result of an area-wide situation that has impacted the Federal Government's operating status in the DC area.

⁴ Exceptions: emergency employees on pre-approved leave, regularly scheduled days off, or whose supervisor approves leave/telework because the needs of the unit permits or who grants the employee excused absence up to the designated number of hours past the regular arrival time because of individual hardship or circumstances unique to the employee. An emergency employee must complete a “Justification for Excused Absence” form (Attachment B) no later than the

is operational, only a minimal number of Operations teams will be activated.

Non-emergency personnel will be granted excused absence up to the designated number of hours past their regular arrival time and/or may take unscheduled leave or unscheduled telework⁵ without prior approval. However, all staff seeking to use unscheduled leave or unscheduled telework must notify their supervisors of their intention to use leave or telework prior to the start of their tour of duty, or as soon as possible so the supervisor can plan accordingly.

Non-emergency employees scheduled to telework, other telework-ready employees who perform unscheduled telework, and other employees who are approved to telework on an individualized basis must work for the entire workday or account for his or her time by requesting leave.

B. Federal Government on (XX) Hours Staggered Early Departure, Immediate Departure, and Shelter in Place

“Early” and “immediate” departures do not apply to emergency employees who are expected to remain at the worksite until otherwise directed by the Agency. However, depending upon the status of the court and the needs of their particular unit, emergency employees MAY be excused prior to the end of their regular tour of duty. This will be determined by the unit supervisor in coordination with PSA senior management.

Non-emergency employees will be dismissed from their office early relative to their scheduled departure times and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their early departure time.⁶ In those cases where OPM announces a “final departure time,” all remaining non-emergency employees whose staggered departure times are later than the final departure time should depart from their offices at the final departure time. In those cases where OPM has announced an “immediate departure,” non-emergency employees should depart immediately from their offices. All non-emergency employees will be granted excused absence (administrative leave) for the number of hours remaining in their workday.

When OPM announces an early departure, employees who are already teleworking for the day must work for the entire workday or account for his or her time by requesting leave. However, if employees at the official work site are dismissed early due to inclement weather or an emergency situation, the teleworker’s supervisor may excuse a telework employee from duty if the same emergency adversely affects the alternate work site (*e.g.*, disruption of electricity, loss of heat, etc.), if the teleworker faces a personal hardship that prevents him/her from working successfully at the alternate work site, or if the teleworker’s duties are such that he/she cannot continue to work without contact with the official work site.

next business day explaining his/her absence from duty.

⁵ ONLY non-emergency employees on a telework agreement that specifically authorizes **unscheduled telework** are eligible to utilize unscheduled telework. For all others, a request to telework can be made to their supervisor prior to the start of their tour of duty who will consider such requests on a case-by-case basis.

⁶ Per OPM requirements, staff who request to leave prior to their scheduled OPM-announced departure time will be required to use personal leave for the entire time.

OPM has introduced a **Shelter-In-Place (SIP)** operating status announcement as an additional tool to help protect the Federal workforce during certain severe weather events (*e.g.*, tornadoes) or emergencies, such as danger from exposure to outside contaminants in the event of a release into the atmosphere of hazardous materials such as radiological, biological, or chemical contaminants. SIP procedures have long been an integral element of COOP planning, and are initiated when employees (and visitors) are directed to remain in the office or take immediate shelter in a readily accessible interior location to protect themselves. A SIP announcement could be used in conjunction with other OPM operations status announcements for the Washington, DC, area. It is anticipated that an OPM SIP announcement for this area would be extremely rare and likely would be in effect for a relatively short period of time. OPM's announcement is not intended to supersede any agency-specific SIP plans or procedures, and agencies retain the authority to act on their own without an OPM SIP announcement as circumstances dictate. PSA will be incorporating this SIP status into its COOP planning process.

C. Federal Government Closed to the Public – Courts and/or C-10 Open

In instances when the Federal Government is closed to the public but the courts and/or C-10 are operational, PSA Operations will activate all or a limited number of teams in order to fulfill the needs of the Agency. **Once a team has been ACTIVATED, each team member is an emergency employee and, along with other mission-critical emergency personnel, is required to report for duty on time.**⁷

Telework-ready employees who are already scheduled to telework or who are required to perform unscheduled telework on a day when Federal offices are closed to the public must telework the entire tour of duty. The teleworker's supervisor may excuse a telework employee from duty if the same emergency adversely affects the alternate work site (*e.g.*, disruption of electricity, loss of heat, etc.), if the teleworker faces a personal hardship that prevents him/her from working successfully at the alternate work site, or if the teleworker's duties are such that he/she cannot continue to work without contact with the official work site.

PSA telework-ready staff (both emergency personnel as well as non-emergency personnel) may be required to work (either at their work-site or by telework) irrespective of whether they were previously scheduled to telework.

Mission-critical emergency personnel outside of Operations and Operations emergency personnel whose teams have been activated who do not report for duty on time must provide a "Justification for Excused Absence" form (Attachment B) no later than the next business day if requesting an excused absence before one can be granted. Emergency staff members who fail to report for duty on time without justifiable cause (*i.e.*, individual hardship or circumstances unique to that employee) may be placed in an absence without leave (AWOL) status and may be subject to disciplinary action.

Non-activated team members and other non-emergency staff who are not otherwise required to telework are granted excused absence.

⁷ Exceptions: emergency employees on pre-approved leave, regularly scheduled days off, or whose supervisor is able to accommodate a request for excused absence because individual hardship or circumstances unique to that employee.

D. Federal Government Closed to the Public – Courts Closed

Telework-ready employees who are already scheduled to telework or who are required to perform unscheduled telework on a day when Federal offices are closed to the public must telework the entire tour of duty. The teleworker's supervisor may excuse a telework employee from duty if the same emergency adversely affects the alternate work site (*e.g.*, disruption of electricity, loss of heat, *etc.*), if the teleworker faces a personal hardship that prevents him/her from working successfully at the alternate work site, or if the teleworker's duties are such that he/she cannot continue to work without contact with the official work site.

Staff members not required to telework are granted excused absence.

III. ACTIVATION OF OPERATIONS EMERGENCY TEAMS

A. Activation for Teams

The number of teams activated will depend on the circumstances of the emergency situation and whether the courts and/or C-10 are operating. **All Operations staff designated as emergency personnel and other mission-critical emergency personnel employees outside of Operations must call PSA's emergency telephone numbers (202-220-5766 or 202-220-5759) and/or log on to <http://www.psa.gov/status> to learn the operating status of PSA and team activations.**⁸ Since emergency situations change over time, staff must continuously monitor the website or the PSA emergency telephone numbers for updates; staff should check back every 30 minutes until 10 a.m., by which time final decisions will have been made. If the PSA emergency telephone numbers and/or internet site are not functioning, managers and supervisors will be responsible for contacting each of their direct reports who are on the activated team. Managers and supervisors must maintain contact information for their direct reports at their home or in some other easily accessible format (such as stored in their cell phone or other electronic device). Information will be available via the website and emergency telephone recordings as early as possible, hopefully by 5 a.m., which is when OPM usually makes its determination. Information about Superior Court, which can be obtained from its number at 202-879-1010, sometimes is not posted until 6:30 a.m.

B. Process/Order of Activation

When OPM announces that the Federal government is closed or there will be a schedule modification (such as a delayed arrival), but Superior Court and/or C-10 are open, particular teams for Diagnostic and the Drug Testing and Compliance Unit (DTCU), as well as for the Supervision and Treatment Programs, will be activated and are required to report for duty. There may be instances in which all teams are activated, and instances in which only one or two teams within a program area may be activated. For example, if C-10 is open but the rest of the court is closed and lockup numbers are low, it is likely that the Diagnostic members of the activated team will be able

⁸ In the case of an Operations member, failure on the part of an emergency staff member to ascertain whether their team has been activated or, for other mission-critical personnel, whether their presence is needed, may result in their being placed in an AWOL status if they fail to report for duty at the time required.

to handle the workload without the assistance of the Supervision and Treatment members. Alternatively, a high lockup number might require the activation of Supervision and/or Treatment teams to assist Diagnostic and DTCU in accomplishing the mission of the Agency. In the interest of smooth operations and out of consideration for coworkers, it is critical that all Operations emergency staff members note their current team assignments, check for team activation, and report for duty on time when required. In order to provide a fair process, team activation will rotate throughout the course of the year and from year-to-year.⁹

C. Activated Team Supervisor

All Operations emergency staff must be aware that the supervisor for their emergency team (when activated) is not necessarily going to be their regular supervisor. Emergency team supervisors will maintain contact information for their emergency team members at their home or in some other easily accessible format (such as stored in their cell phone or other electronic device).

In the event that an emergency employee on an activated team is not able to report for duty on time, they must contact the **emergency team supervisor** to apprise him/her of their situation. It is not acceptable to leave a voice mail or e-mail message with their normally assigned supervisor (since that supervisor may not be on duty in order to receive such message).

D. Activated Team Members Not Scheduled to Work

Operations staff members on scheduled leave or on their regular day off (RDO) on the day their emergency team is activated are not required to report for duty or to call the emergency team supervisor, so emergency team supervisors will need to ascertain the duty status (*e.g.*, scheduled leave, RDO, *etc.*) of the staff assigned to their team.

IV. REPORTING DURING WEATHER-RELATED CLOSINGS

Since most government closings are due to weather-related emergencies that will usually not result in the closing of the Superior Court's arraignment process, PSA's responsibilities in both Diagnostic and DTCU require priority assistance. Therefore, Supervision and Treatment Program employees on teams that have been activated shall report for duty on time directly to the Diagnostic Unit (Room C-225) Superior Court, to receive their assignments. This includes the Supervision and Treatment supervisors assigned to the activated teams who from there shall coordinate with the Diagnostic and DTCU supervisors to determine work-specific needs. In situations where the courts have not closed, supervisors will determine which staff will be assigned to handle those responsibilities and which staff will continue to support the Diagnostic and DTCU functions.

Mission-critical personnel from other components (*e.g.*, the Lab, Facilities, and IT) will receive direction from their supervisors regarding reporting times, locations, and responsibilities.

⁹ For instance, since Team D was the last team activated during the winter of 2011, Team E will be the next team activated; for Diagnostic and DTCU, it will be Team 1.

V. OVERTIME

According to OPM policy, Federal employees who report for duty or telework during any unusual operating status are not entitled to receive overtime pay, credit hours, or compensatory time for performing work done during their regularly scheduled duty hours.

There may be circumstances in which the day, evening, night, weekend, or holiday shift staff in Diagnostic, DTCU, or any other component of PSA, is required to remain at work beyond their normal tour until staff from the next shift reports for duty. If this is the case, staff required to work beyond their tour of duty will receive overtime compensation.

VI. EXCUSED ABSENCES and EXCEPTIONS

In situations involving individual hardship or circumstances unique to a specific employee, management may determine that circumstances justify excusing the absence of an emergency employee who is on an Operations team that has been activated or is another mission-critical emergency employee. If the Federal Government is closed, an excused absence will be considered.¹⁰ If the Federal Government is operating on a delayed arrival and/or unscheduled leave/unscheduled telework status, the emergency employee may be allowed to take leave or, in rare circumstances, be granted an excused absence. Under these circumstances, the emergency employee must provide written documentation by means of completing a “Justification for Excused Absence” form (Attachment B) and submitting it, no later than the next business day, to his/her supervisor justifying the excused absence request.¹¹

With a supervisor’s prior approval, a PSA staff member on an activated Operations team may switch with another emergency staff member on an alternate team in the same unit if both staff members agree. This means a staff member on Team A can agree to cover for an employee on Team B, provided both staff members are in the same unit and their supervisor approves the switch in advance.

Questions concerning these PSA emergency operating procedures should be directed to your supervisor.

Attachment A – Emergency Operating Procedures Grid

Attachment B – Justification for Excused Absence form

¹⁰ OPM policy prohibits leave from being requested or charged when the Federal Government is closed to the public.

¹¹ A supervisor may require a non-emergency employee to provide written justification for an excused absence if the excused absence is for a period of time greater than that authorized by OPM in announcing a delayed arrival.

ATTACHMENT A

Emergency Operating Procedures for the Pretrial Services Agency for the District of Columbia Effective December XX, 2011

Federal Government/Court Status	Agency Staff Requirements
<p>If OPM announces that the Federal government is open with option for unscheduled leave/unscheduled telework is authorized:</p> <ol style="list-style-type: none"> 1) If Superior Court is open, ALL Operations teams ARE automatically activated and all designated Operations emergency personnel and other mission-critical emergency personnel outside of Operations must report for duty on time. 2) If Superior Court is closed or only C-10 is operating, only a minimum number of teams will be activated – staff on those teams must report for duty on time. 	<p>All staff designated as emergency personnel must report for their regular tour of duty on time.</p> <p>Exceptions: emergency employees on pre-approved leave or a regularly scheduled day off. An emergency employee’s supervisor may approve unscheduled leave or unscheduled telework if the needs of the unit permit and/or due to individual hardship or circumstances unique to the employee.</p> <p>Non-emergency staff (including Operations staff on NON-ACTIVATED teams) must notify their supervisor of their intent to take unscheduled leave or perform unscheduled telework (assuming they are “telework-ready”).</p> <p>ALL staff seeking to use unscheduled leave/telework must notify their supervisors prior to the start of their tour of duty, or as soon as possible so that the supervisor can plan accordingly.</p> <p>Non-emergency employees scheduled to telework, other telework-ready employees who perform unscheduled telework, and other employees who are approved to telework on an individualized basis must work for the entire workday or account for his or her time by requesting leave.</p>
<p>If OPM announces that the Federal government is open, but a delayed arrival with option for unscheduled leave/unscheduled telework is authorized:</p> <ol style="list-style-type: none"> 1) If Superior Court is open, ALL Operations teams are automatically activated and all designated Operations emergency personnel and other mission-critical emergency personnel outside of Operations must report for duty on time. 	<p>All staff designated as emergency personnel must report for their regular tour of duty on time.</p> <p>Exceptions: emergency employees on pre-approved leave or a regularly scheduled day off. An emergency employee’s supervisor may approve leave or unscheduled telework if the needs of the unit permit and/or due to individual hardship or circumstances unique to the employee.</p> <p>Non-emergency staff (including Operations staff on NON-ACTIVATED teams) who report to their work station will be granted excused absence for up to the designated number of hours past their normal arrival</p>

<p>2) If Superior Court is closed or only C-10 is operating, only a minimum number of teams will be activated – staff on those teams must report for duty on time.</p>	<p>time.</p> <p>NOTE: an emergency employee’s supervisor can determine that an excused absence for up to the designated number of hours past an emergency employee’s normal arrival time can be granted due to individual hardship or circumstances unique to that employee.</p> <p>Non-emergency staff (including Operations staff on NON-ACTIVATED teams) must notify their supervisor of their intent to take unscheduled leave or perform unscheduled telework (assuming they are “telework-ready”).</p> <p>ALL staff seeking to use unscheduled leave/telework must notify their supervisors prior to the start of their tour of duty, or as soon as possible so that the supervisor can plan accordingly.</p> <p>Non-emergency employees scheduled to telework, other telework-ready employees who perform unscheduled telework, and other employees who are approved to telework on an individualized basis must work for the entire workday or account for his or her time by requesting leave.</p>
<p>If OPM announces that the Federal Government is closed to the public, but the courts and/or C-10 are open</p>	<p>All staff designated as emergency personnel must report for their regular tour of duty on time.</p> <p>Management will decide whether and/or how many Operations emergency teams will be activated. Staff on the activated teams and other Agency mission-critical emergency personnel must report for their regular tour of duty on time.</p> <p>Exceptions: emergency employees on pre-approved leave or a regularly scheduled day off. An emergency employee’s supervisor can determine that an excused absence can be granted due to individual hardship or circumstances unique to that employee.</p> <p>Since circumstances may necessitate additional teams to be activated, emergency staff on the other teams must check back every 30 minutes until 10 a.m.</p> <p>Non-emergency employees (including employees on pre-approved paid leave) will be granted excused absence for the number of hours they were scheduled to work unless they are: required to telework, on official travel</p>

	<p>outside of the DC area, on leave without pay, or on an alternative work schedule (AWS) day off.</p> <p>Telework-ready employees who are already scheduled to telework or who are required to perform unscheduled telework on a day when Federal offices are closed to the public must telework the entire workday.</p> <p>Non-activated team members and other non-emergency staff who are not required to telework are granted excused absence.</p>
<p>If OPM announces that the Federal Government is closed to the public and the courts including C-10 are closed</p>	<p>Telework-ready employees who are already scheduled to telework or who are required to perform unscheduled telework on a day when Federal offices are closed to the public must telework the entire tour of duty.</p> <p>Staff members not required to telework are granted excused absence.</p>
<p>If OPM announces that the Federal Government is open but announces a “staggered early departure,” a “staggered early departure with a final departure time,” or an “immediate departure”</p>	<p>“Early” and “immediate” departures do not apply to emergency employees who are expected to remain at the worksite until otherwise directed by the Agency.</p> <p>However, depending upon the status of the court and the needs of their particular unit, emergency employees MAY be excused prior to the end of their regular tour of duty. This will be determined by the unit supervisor in coordination with PSA senior management.</p> <p>Non-emergency employees will be dismissed from their office early relative to their scheduled departure times and will be granted excused absence for the number of hours remaining in their workday beyond their early departure time. In those cases where OPM announces a “final departure time,” all remaining non-emergency employees whose staggered departure times are later than the final departure time shall depart from their offices at the final departure time. In those cases where OPM has announced an “immediate departure,” non-emergency employees shall depart immediately from their offices. All non-emergency employees will be granted excused absence for the number of hours remaining in their workday.</p>

<p>Shifts other than Monday – Friday day work</p>	<p>Staff members who are scheduled to work any of these shifts are expected to report for duty on time for their regular tour of duty UNLESS they are notified by their supervisor that conditions do not warrant/permit reporting and will be granted excused absence.</p>
<p>Telework</p>	<p>Since changes in the Federal Government’s operating status are intended to assist staff who would be commuting to the work site, staff who are regularly scheduled to telework (or are authorized unscheduled telework for that day) are required to work their regular telework tour on a day when there is a delayed arrival or early departure. Also, in recognition of the growing importance of teleworking in maintaining the continuity of government operations, PSA may require telework-ready employees to work, either at their telework sites or at their official duty stations, even when the Agency is closed to the public. Each teleworker’s supervisor, in consultation with Agency management, will make that determination on a case-by-case basis.</p>

NOTE: Failure to report for duty on time without justifiable cause and/or the approval of the supervisor may result in an employee being placed in an absence without leave (AWOL) status that may subject the employee to disciplinary action.



Justification for Excused Absence

(MUST BE SUBMITTED NO LATER THAN THE NEXT BUSINESS DAY)

(Revised 12/22/2011)

Employee's Name:

Unit:

Date of Absence:

Tour of duty:

Time of Absence:

Reason for Absence (include as much detail as possible):

Please explain the measures you took to try to avoid the absence:

Signature **Date**

To Be Completed by Supervisor

Status of Federal Government for date of absence (check all that apply):

- Delayed arrival for _____ hours
- Unscheduled leave/unscheduled telework
- Early departure for _____ hours
- Closed*

Supervisory Action

____ Excused absence approved for _____ hours.

____ Request for excused absence not approved. Absence will be recorded as:

____ Leave for _____ hours

** Leave is not an option if the Federal government was closed on date of absence, per OPM policy*

____ AWOL

Supervisor Signature Date

Office/Program Director Approval

Director Signature Date