Emergency Operating Procedures Flow Chart (Effective 04/22/2013)

**Emergency Personnel**

On an activated team?

- Yes
  - Report for duty on time. You are not eligible for unscheduled leave or unscheduled telework, unless authorized by supervisor that day.
  - Emergency employees that do not report for duty on time must request leave. If you fail to report on time without justifiable cause, you may be placed in an absence without leave (AWOL) status and may be subject to disciplinary action. In cases of unusual circumstances or hardship, the Agency may grant excused absence. You must complete a Justification for Excused Absence form and submit it to your supervisor no later than the next business day after you were scheduled to work.

- No

**Mission-Critical Personnel**

Designated by your supervisor?

- Yes
  - Report for duty on time. You are not eligible for unscheduled leave or unscheduled telework, unless authorized by supervisor that day.
  - Mission-critical employees that do not report for duty on time must request leave. If you fail to report on time without justifiable cause, you may be placed in an absence without leave (AWOL) status and may be subject to disciplinary action. In cases of unusual circumstances or hardship, the Agency may grant excused absence. You must complete a Justification for Excused Absence form and submit it to your supervisor no later than the next business day after you were scheduled to work.

- No

**Telework-Ready**

Telework at least once a month?

- Yes
  - Unless the needs of the Agency require you to report for duty, telework for your normal tour of duty or request leave for any hours not worked that day.
  - Telework-ready employees that do not telework must request leave. If you fail to telework without justifiable cause, you may be placed in an absence without leave (AWOL) status and may be subject to disciplinary action. In cases of unusual circumstances or hardship, the Agency may grant excused absence. You must complete a Justification for Excused Absence form and submit it to your supervisor no later than the next business day after you were scheduled to work.

- No

**Non-emergency Personnel**

Unless the needs of the Agency require you to report for duty, excused absence will be granted for a designated number of hours or for your entire tour of duty, depending on the operating status.