

ADDENDUM

NATIONAL INSTITUTES OF HEALTH WARREN GRANT MAGNUSON CLINICAL CENTER NURSING DEPARTMENT

Guidelines for Designation of Emergency Employees - Continuous Coverage

Emergency Employees

1. Emergency employees are those employees who are obligated to report or remain at work regardless of weather conditions, other emergencies, or temporary closing of government facilities. Federal Government Unscheduled Leave policies do not apply to emergency employees.
2. All emergency employees are expected to arrive for work as scheduled, regardless of weather conditions, and are responsible to make plans to be here. Unless absence is approved, in advance, by a supervisor, emergency employees are obligated to report for duty as scheduled; or as instructed by their immediate supervisor regardless of any general announcement (e.g., newspaper/radio) that Federal employees are not required to report to work.
3. The basic plan of coverage is to expect all employees to report to duty as scheduled on the official weekly time sheet (PHS-203, Rev. 8-69). You may also be required to report for duty or remain on duty at times other than those posted on the official time schedule throughout the period of hazardous weather conditions or other emergencies.
4. Employees are not to rely on media announcements. When a decision is made to dismiss employees during the work day, an emergency employee must remain on duty until dismissed by his/her supervisor.
5. Any absences from work during this time are subject to the approval or disapproval of the leave granting official. Any delays must be communicated to the supervisor.

Non-Emergency Employees

1. An “adjusted work dismissal” policy permits non-emergency employees to leave work early relative to their normal departure times. NIH will be subject to this new dismissal procedure.
2. If it becomes necessary to dismiss non-emergency employees during the workday due to severe weather conditions, NIH will notify employees of the decision as soon as possible.
3. An “adjusted home departure” policy permits non-emergency employees to leave their homes later than their normal departure times.

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