

**NIH Childcare Centers
Inclement Weather Modified Hours of Operation Procedures**

The following procedures will be implemented as minimum standards to ensure that the NIH Childcare Centers are operating as normally as possible during adverse weather conditions (snow emergencies, severe icing conditions, floods, and hurricanes), natural disasters, and other disruptions of the Federal Government's operations (air pollution, disruption of power and/or water, interruption of public transportation, etc.).

When there are disruptions of the Federal Government operations, the Office of Personnel Management (OPM) will make announcements to the media as to whether Federal agencies in the Washington, DC, area are "open" or "closed," or operating under an "unscheduled leave," "delayed arrival," or "early departure" policy. During these situations, the NIH Childcare Centers' hours of operation will be as follows:

Announcement	What Announcement Means for NIH Employees	NIH Childcare Centers Hours of Operation & Procedures
1. Federal offices in the Washington, DC area are OPEN .	NIH Employees are expected to report to their worksites or begin teleworking on time. Normal operating procedures are in effect.	The NIH Childcare Center(s) will open on time.
2. Federal offices in the Washington, DC area are OPEN WITH OPTION FOR UNSCHEDULED LEAVE or UNSCHEDULED TELEWORK .	NIH Employees who cannot report to the worksite have the option to use unscheduled leave or unscheduled telework (if the employee is a telework program participant).	The NIH Childcare Center(s) will open on time.
3. Federal offices in the Washington, DC area are OPEN – <u>XX</u> HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK .	NIH Employees should plan their commutes to arrive for work no more than <u>XX</u> hour(s) later than they would normally be expected to arrive, and employees who cannot report for work may take unscheduled leave or unscheduled telework (if the employee is a telework program participant).	Delays of two hours or less than their normal opening time, the NIH Childcare Center(s) may open no more than one hour late. Delays of more than two hours than their normal opening time, the NIH Childcare Center(s) may open no more than two hours late.
4. Federal offices in the Washington, DC area are OPEN - DELAYED ARRIVAL - EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN <u>XX:XX</u> – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK .	NIH Employees should plan their commutes to arrive at the worksite no later than the final reporting time in the announcement. Employees who cannot report for work may take unscheduled leave or unscheduled telework (if the employee is a telework program participant).	Delays of two hours or less than their normal opening time, the NIH Childcare Center(s) may open no later than one hour late. Delays of more than two hours than their normal opening time, the NIH Childcare Center(s) may open no later than two hours late.
5. Federal offices in the Washington, DC area are CLOSED .	Federal agencies are closed.	The NIH Childcare Center(s) will be closed.

DISRUPTIONS AFTER THE WORKDAY BEGINS

The Office of Personnel Management will provide the following announcement to the media when a disruption occurs after the workday begins.

Announcement	What Announcement Means for NIH Employees	NIH Childcare Centers Hours of Operation & Procedures
6. Federal Offices in the Washington, DC area are operating under an EARLY DEPARTURE – <u>XX</u> HOUR(S)	NIH Employees depart a set number of hours earlier than their normal departure times.	The NIH Childcare Center(s) will close <u>XX</u> hour(s) earlier than their normal closing time.

<p>STAGGERED RELEASE.</p>	<p>NIH Employees with children enrolled at an NIH Childcare Center must pick up their child(ren) before the early closure of the childcare center.</p> <p>For example, if a 3-hour staggered early departure is announced, NIH Childcare Centers, which normally close at 6:00 pm, will close at 3:00 pm.</p>	<p>Parents will be notified by the childcare center to allow adequate time for children to be picked up before the childcare center closes.</p>
<p>7. Federal Offices in the Washington, DC area are operating under an <u>EARLY DEPARTURE – XX HOUR(S) STAGGERED RELEASE – ALL EMPLOYEES MUST DEPART NO LATER THAN XX:XX.</u></p>	<p>NIH Employees depart a set number of hours earlier than their normal departure times. All employees are required to depart the worksite by the final departure time in the announcement, at which point the worksite is closed.</p> <p>NIH Employees with children enrolled at an NIH Childcare Center must pick up their child(ren) within one hour of the final departure time designated in the announcement.</p> <p>For example, if all NIH Employees must depart no later than 3:00 pm, the NIH Childcare Centers will close no later than 4:00 pm.</p>	<p>The NIH Childcare Center(s) will close no later than one hour after the final departure time designated in the announcement.</p> <p>Parents will be notified by the childcare center to allow adequate time for children to be picked up before the childcare center closes.</p>
<p>8. Federal Offices in the Washington, DC area are operating under an <u>IMMEDIATE EARLY DEPARTURE.</u></p>	<p>NIH Employees must depart immediately according to instructions of the NIH Director.</p> <p>NIH Employees with children enrolled at an NIH Childcare Center must make every effort to pick up their child(ren) immediately and no later than one hour after the agency announcement.</p>	<p>The NIH Childcare Center(s) will close no later than one hour after the immediate departure announcement.</p> <p>The NIH childcare center will attempt to notify parents of the closing time.</p>

EXCEPTIONS

The Director of the Division of Amenities and Transportation Services (DATS), Office of Research Services, will provide the following announcement(s) to families and staff of the NIH Childcare Centers when it is determined that the operation of the childcare centers must be modified due to emergency, safety concerns, adverse weather conditions, natural disasters, and/or other disruptions of the Agency’s operations.

<p>9. The NIH Childcare Center(s) is CLOSED due to emergency, safety concerns, adverse weather conditions, and/or other disruptions to the Agency’s operations, according to instructions of the DATS Director.</p> <p>The announcement will be made by the DATS Director (or designee) to the childcare center director(s).</p>	<p>The NIH Childcare Center(s) is closed.</p>	<p>The NIH Childcare Center(s) is closed.</p> <p>Parents and staff will be notified by the childcare center of the closure.</p>
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<p>10. The NIH Childcare Center(s) is OPEN WITH <u>XX</u> HOUR(S) DELAYED ARRIVAL due to emergency, safety concerns, adverse weather conditions, and/or other disruptions to the Agency’s operations, according to instructions of the DATS Director.</p> <p>The announcement will be made by the DATS Director (or designee) to the childcare center director(s).</p>	<p>NIH Employees with children enrolled at the NIH Childcare Center(s) should plan to drop off their child(ren) at the childcare center no earlier than <u>XX</u> hour(s) before the childcare center(s) would normally open.</p>	<p>The NIH Childcare Center(s) will open <u>XX</u> hour(s) after their normal opening time.</p> <p>Parents and staff will be notified by the childcare center of the delayed opening.</p>
<p>11. The NIH Childcare Center(s) is CLOSED AT <u>XX:XX</u> due to emergency, safety concerns, adverse weather conditions, and/or other disruptions to the Agency’s operations, according to instructions of the DATS Director.</p> <p>The announcement will be made by the DATS Director (or designee) to the childcare center director(s).</p>	<p>NIH Employees with children enrolled at the NIH Childcare Center(s) must ensure that their child(ren) is picked up in an expedient manner and no later than one hour after the designated closure time announced by the DATS Director.</p>	<p>The NIH Childcare Center(s) will close no later than one hour after the designated time announced by the DATS Director.</p> <p>Parents will be notified by the childcare center to allow adequate time for children to be picked up before the childcare center closes.</p>

These procedures are based on the principle that the business of the Federal Government is vital to serving the public everywhere, and the safety of the NIH employees, their families, and the NIH Childcare staff must not be compromised.

The NIH Childcare Centers designate emergency employees who are critical to their center’s operations in the event of a modified opening or closure situation. The designation of emergency employees may vary according to the specific nature of an exigency. Such designations are incorporated in each center’s modified hours of operation policy, included in each center’s Parent Handbook, and posted in each childcare center.

For more information about the NIH Dismissal and Closure procedures go to:
<http://hr.od.nih.gov/workingatnih/operatingstatus/procedures.htm>.