

# TSA Handbook 1100.61-1

## Dismissals and Closures

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**Approval**

***Signed***

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**NOTE:** *This Handbook and all related Appendices and/or Attachments contain stipulations to implement the provisions of [TSA MD 1100.61-1, Dismissals and Closures](#). Until such time as TSA MD 1100.61-1 is rescinded, the Management Directive, Handbook, Appendices, and any Attachments are considered TSA policy, and must be applied accordingly.*

### **Summary of Changes**

1. Administrative changes throughout to revised pronouns to be gender neutral, replaced “traditional worksite” with “regular worksite,” and replaced “authorized management official” with “designated management official.”
2. Section A. Definitions, Revised: Approved Leave, Excused Absence, Personal Emergency, Weather and Safety Leave; Added: Designated Management Official, Emergency Dismissal Plan, Remote Work, Remote Worker, Regular Worksite; Deleted: Traditional Worksite.
3. Section B. General Information, 3. Replaced Contracting and Procurement Policy Letter, Emergency Lodging Policy at TSA with TSA MD 300.24, *Emergency Lodging Procurement*.
4. Section C. Non-Emergency Employees
  - #8 Replaced “telework-ready” with “telework program participant and prepared to telework that day.”
  - #13 New paragraph covering remote workers; remaining subsections were renumbered.
  - #20 Revised to add clarifying text for “holiday” and “in lieu of holiday.”
5. Section D. Emergency Employees
  - #2(f) changed Division to Section.
  - #2 Added TSA-I&A, National Transportation Vetting Center (NTVC) Analysts (all locations) at (t); remaining positions re-lettered accordingly.
  - #3 Revised to clarify designation is in writing and updated position titles.
  - #15 Revised to update position titles and replaced “management” with position titles.
6. Section E. Procedures for the Washington, DC Metropolitan Area
  - #3 Revised to remove the OPM recorded message telephone number.
  - Operating Status Chart
    - #3 and #4 Replaced “telework-ready” with “telework program participant and prepared to telework that day.”
    - #8 Replaced “telework-ready” with “telework program participant.”
7. Section F. Procedures for Outside the Washington, DC Metropolitan Area
  - #2 Added procedures for developing an emergency dismissal plan when multiple TSA offices occupy the facility.
  - #2 Revised what the plan must contain, and review and approval of the plan.
  - #3 Added SACs.
  - #3 New paragraph covering remote workers; remaining subsections were renumbered.

#3 Replaced telework-ready with telework program participant and prepared to telework that day.

8. Section G. Personal Emergencies

#1 Revised positions that can grant excused absence and the delegated authority positions.

#2 Revised number of days from 30 to 45 and from 60 to 90.

9. Section I. Sample Memorandum

#1 Added notification can be sent via email, and links to the policy can be provided instead of the actual policy documents.

#2 Added that memorandum may be sent via email, and revised location possibilities.

**Table of Contents**

<b><u>Section</u></b>	<b><u>Page</u></b>
A. Definitions .....	<a href="#">5</a>
B. General Information .....	<a href="#">8</a>
C. Non-Emergency Employees.....	<a href="#">9</a>
D. Emergency Employees .....	<a href="#">15</a>
E. Procedures for the Washington, DC, Metropolitan Area .....	<a href="#">18</a>
F. Procedures for Outside the Washington, DC Metropolitan Area .....	<a href="#">Error! Bookmark not defined.</a>
G. Personal Emergencies .....	<a href="#">31</a>
H. Federal Executive Boards .....	<a href="#">33</a>
I. Sample Memorandum .....	<a href="#">36</a>

## A. DEFINITIONS

1. Absence Without Leave (AWOL): Status of an employee absent from duty without authorization. An employee who is AWOL is not in an approved leave status.
2. Alternative Worksite: The location where official duties are performed away from the regular worksite. An alternative worksite may be an employee's residence or another TSA-approved location.
3. Approved Leave: An employee's absence from the workplace has either been requested by the employee, initiated by management, or is in accordance with applicable federal statutes, regulations, and agency policy. Such leave is either approved by the employee's immediate supervisor or by a higher level management official within the agency. Categories of leave that meet the definition of "approved leave" include: annual leave, sick leave, leave without pay, compensatory time off, time-off award, military leave, excused absence, weather and safety leave, and administrative leave.
4. Delayed Arrival: The agency/office is open. However, conditions may result in a longer than normal commute time. Non-emergency employees are given a designated delayed arrival period e.g., if Federal agencies in the Washington, DC, area are "open under a two-hour delayed arrival," employees should plan to arrive at work no more than two hours later than their normal arrival time. Emergency employees are expected to report for duty on time.
5. Designated Management Official: The employee's first line supervisor or, if designated by the appropriate Executive Assistant Administrator (EAA); Deputy Executive Assistant Administrator (DEAA); Assistant Administrator (AA), Deputy Assistant Administrator (DAA); or equivalent position, a higher level manager in the employee's chain of supervision.
6. Emergency: Generally defined as any localized event that causes one or more TSA duty stations to be closed <sup>1</sup> for other than normal business reasons. This may include, but is not limited to, adverse weather conditions, natural disasters, air pollution, major fires, widespread disruption of power, or interruption of public transportation.
7. Emergency Dismissal Plan: A written plan of the procedures for determining and communicating operating status announcements for a TSA facility outside of the Washington DC Metropolitan Area. The plan and announcements will use the same terminology as this Handbook.
8. Emergency Employee: A category or type of essential personnel who is not dismissed or excused from duty if an emergency arises because the employee encumbers a position that

<sup>1</sup> Where referenced in this handbook, the closure of TSA offices due to an emergency will be read to mean 'the closure of TSA offices, *in whole or in part*, due to an emergency.' The important work of TSA continues when offices are closed.

management has identified as necessary to sustain a facility or function for continuity of TSA operations during an emergency as defined above.

9. Essential Personnel: Employees in categories of positions identified as required for the continuation of TSA's mission essential functions. These positions may require specific skills, knowledge, certifications, or credentials.
10. Excused Absence: Administratively authorized absence from duty, without loss of pay or charge to an employee's personal leave accounts. The authority to grant excused absence is limited. TSA management officials may grant excused absence only under specific circumstances. TSA MD 1100.63-1, *Absence and Leave*, and the associated Handbooks contain policy and procedures for granting leave, including circumstances for granting excused absence.
11. Furlough: An involuntary, agency-mandated temporary placement of employees into a non-pay, nonduty status for reasons unrelated to performance or conduct. The most common reasons for a furlough are a lack of work or a lack of funds. Agencies may furlough employees unilaterally without their consent. Employees must be provided advance written notice that they will be placed in furlough status.
12. Leave Without Pay (LWOP): An approved temporary absence from duty in a non-pay status that may be granted at the employee's request. In general, an employee may not be placed on LWOP unless it is at the employee's request.
13. Natural Disaster: The effect of an event caused by catastrophic acts of nature, outside of human control for which no individual can be held responsible, that impacts a wide geographic area and/or affects a number of persons and leads to significant financial hardship, environmental and/or property damage or personal injuries and/or deaths. Examples of natural disasters include: wildfires, floods, earthquakes, tornadoes, hurricanes, and volcanic eruption.
14. Non-emergency Employee: An employee who may be dismissed or excused from duty during an emergency because the employee does not encumber a position identified by TSA management as necessary to sustain a facility or function for continuity of TSA operations in an emergency as defined above.
15. Personal Emergency: For the purpose of authorizing excused absence in the event of a natural disaster as defined above, a personal emergency is caused when an individual is personally and directly impacted by the natural disaster, or the aftermath, and results in the loss of an employee's principal or primary residence, or significant property damage to the extent that the employee's principal or primary residence is not habitable. Personal emergencies not attributed to a natural disaster as defined above are excluded.

Examples of events causing personal emergencies include, but are not limited to: hurricanes, wildfires, floods, earthquakes, volcanic eruption and tornadoes, which result in the need to

take such actions as evacuation of the principal or primary residence, finding short-term shelter, seeking emergency assistance, and/or taking necessary actions to initiate recovery.

16. Remote Work: An arrangement in which an employee is scheduled to perform official duties at an alternative worksite, and is not expected to report to their regular worksite on a regular and recurring basis (i.e., at least two days per pay period as required for employees approved for telework). Remote work can occur within or outside the commuting area of the employee's regular worksite.
17. Remote Worker: An employee who is approved for remote work and whose alternative worksite is their official worksite (i.e., the permanent duty station (PDS)).
18. Shelter-in-Place: This is a protective action in which a facility's occupants are directed to remain indoors at their present location with doors and windows kept closed. This could result in the employee remaining at their workstation or proceeding to another location in the building depending on the nature of the emergency. In general, shelter-in-place will occur when emergencies occur outside the work building including, but not limited to, severe weather, civil unrest, or a biological or chemical threat.
19. Telework Employee/Telework Program Participant: An eligible employee who is voluntarily participating in TSA's telework program, including those who perform telework regularly and those who telework on a situational basis. The employee has an approved telework agreement in place with any necessary equipment and technology to perform work from the alternative worksite (telework location).
20. Regular Worksite (previously referred to as Traditional Worksite): TSA worksite (e.g., headquarters) that is generally considered a centralized location of an employee's assigned organization or where the organization's work activities are based. A regular worksite is the location where an employee would physically report for work, absent a remote work or telework agreement.
21. Unscheduled Leave: Annual leave, compensatory time off, time off award, sick leave, if appropriate, and/or LWOP that was not scheduled in advance (pursuant to established leave requesting procedures). However, the leave is approved for use by non-emergency employees when severe weather conditions or other circumstances disrupt operations, disrupt commuting, or prevent employees from reporting for work. Unscheduled leave for environmental conditions is frequently referred to as "liberal leave" by the media. For other situations, unscheduled leave as defined in [TSA MD 1100.63-1, \*Absence and Leave\*](#) and the accompanying [Handbooks](#), applies.
22. Unscheduled Telework: Unplanned telework that to the extent practical and with appropriate supervisory notification and approval, a telework employee may telework from the alternative worksite when severe weather conditions or other circumstances disrupt operations, disrupt commuting, or prevent employees from reporting for work.

23. Weather and Safety Leave: A type of paid leave granted to employees without loss of pay or charge to an employee's personal leave accounts when weather or other safety-related conditions prevent employees from safely traveling to or safely performing work at an approved location due to an act of nature, terrorist attack, or other applicable conditions. Employees do not receive Sunday Pay when weather and safety leave is granted on a Sunday. Eligible employees receive night pay differential and/or split-shift differential when granted weather and safety leave on a day the employees are scheduled for night work or split-shift work. See [TSA MD 1100.55-8, Premium Pay](#), and the associated [Handbook](#) for the policy and procedures for receipt of premium pay.

## **B. GENERAL INFORMATION**

1. For short term disruptions to operations not covered by this directive, see [TSA MD 1100.63-1, Absence and Leave](#), and the accompanying [Handbooks](#). The policy and procedures of [TSA MD 1100.61-6, Emergency Evacuation Administrative Procedures](#), and the accompanying [Handbook](#), will apply when TSA employees are evacuated from their PDS in connection with emergency situations. For long term disruptions to operations or events not covered under TSA MD 1100.63-1, TSA MD 1100.61-6, or this directive, Federal Security Directors (FSD) and other management officials must seek guidance from Security Operations' Business Management Office (BMO) and/or Human Capital (HC) as assignment to other duty locations, reductions in work schedules, or furlough may be appropriate. Separate guidance will be issued in the event of a Federal funding hiatus. See [TSA MD 1100.63-2, Furlough \(Agency Placement of Employees in Nonduty, Nonpay Status\)](#) for additional information.
2. When advance notification is received of severe weather conditions or other localized emergencies that may make it impossible for employees to come to work/report to their worksites, management must ensure emergency plans are implemented.
3. As a general rule, managers may not use agency funds to pay for local lodging accommodations for TSA employees during inclement weather or other contingencies. TSA policy and procedures concerning the provision of lodging at the permanent duty station for TSA emergency employee positions can be found in [TSA MD 300.24, Emergency Lodging Procurement](#).
4. In the event of an emergency or during non-emergency times to facilitate disaster preparedness and recovery, employees may be contacted by their supervisor or other designated management officials to determine employee status and availability to report for duty or to advise employees they should not report for duty. The contact may be via telephone (e.g., phone tree), email, or other communication methods. All employees are responsible for providing emergency contact information and responding to all requests for personnel accountability in accordance with [TSA MD 3300.6, Personnel Accountability](#).

**NOTE:** Situations/circumstances may exist that prevent employees from responding to inquiries to determine employee status and availability to report for duty during an actual



emergency or during exercises that test the capabilities of employee contact methods. Examples of situations/circumstances that may prevent employees from responding include, but are not limited to, lack of electrical power, no telephone service, and message(s) not received.

5. When an emergency situation requires employees to shelter-in-place beyond their normal tour of duty only those employees required to perform work related to the emergency during this extended time period may be entitled to premium pay. Entitlement to premium pay will be determined in accordance with the provisions of [TSA MD 1100.55-8, \*Premium Pay\*](#) and the associated [Handbook](#). Employees remaining in the workplace must comply with the requirements of TSA MD 1100.55-8 prior to performing any work beyond their normal tour. Employees who are not required to perform work related to the emergency shall not continue working beyond the end of their workday. These employees are not entitled to receive and will not receive additional compensation for remaining in the workplace.
6. Although TSA's operations must be carried out without compromising the safety of our employees and the general public, closure of TSA offices (i.e., buildings or facilities) will not be the norm in the event of disruptions to operations. In most circumstances, TSA offices will be open with the option for unscheduled leave and/or unscheduled telework alone or with a delayed arrival period or an early dismissal time for non-emergency employees.
7. For airport operations, Security Operations and FSDs should ensure emergency response plans are in place and employees (both emergency and non-emergency) are informed of expectations and procedures to follow in the event of severe weather conditions or other localized emergencies.

### **C. NON-EMERGENCY EMPLOYEES**

1. Generally, non-emergency employees scheduled to work on a day TSA offices (i.e., buildings or facilities) are closed because of severe weather conditions or an emergency will be excused from duty and be granted weather and safety leave unless they are:
  - (a) On official travel away from their permanent duty location;
  - (b) On pre-approved leave;
  - (c) In a nonpay status (e.g., LWOP, suspension, AWOL);
  - (d) On an alternative work schedule (AWS) regular day off; or
  - (e) A telework program participant. All telework employees are required to work from their alternative worksites when their regular worksites are closed due to severe weather conditions or an emergency. See [TSA MD 1100.30-5, \*Telework Program\*](#) and the associated [Handbook](#).

2. Employees, who are on official travel; assigned to a temporary alternate worksite; teleworking; or performing assigned duties away from their permanent duty location when their permanent duty location is closed, are not excused from duty and are not entitled to weather and safety leave. The day is a workday, and employees are expected to report for duty on time unless on approved leave or excused from duty by a designated management official. These employees are not entitled to additional compensation or paid time off for working when their permanent duty location is closed.
3. If, while on official travel or while working at an alternative worksite on the day(s) the regular worksite is closed and the employee is unable to work due to disruption at the alternative worksite (e.g., loss of electrical power) or other factors (e.g., interaction with the regular worksite is needed to perform work) that prevent the employee from working successfully, the employee should immediately notify his/her supervisor. In such circumstances, the supervisor may approve unscheduled leave or authorize weather and safety leave on a case-by-case basis.
4. If, while working at the alternative worksite on a day the regular worksite is open, the employee is unable to work due to emergencies or other factors impacting the alternative worksite for a major portion of the workday, the supervisor may require the employee to report to the regular worksite or another alternative worksite or, if the employee requests, approve unscheduled leave. See [TSA MD 1100.30-5, \*Telework Program\*](#) and the associated [Handbook](#).
5. When early dismissal is announced, an employee teleworking is expected to continue working through the end of the workday unless excused from duty by a designated management official. These employees are not entitled to additional compensation or paid time off for continuing to work when an early dismissal is announced for the regular worksite. See [TSA MD 1100.30-5, \*Telework Program\*](#) and the associated [Handbook](#).
6. When an early departure is announced, telework employees who are working at the regular worksite are dismissed. These employees receive weather and safety leave for up to the amount of time required to commute home. Weather and safety leave cannot be granted for anytime beyond the end of the workday. Once these employees arrive home, they must complete any portion of their workday by teleworking, taking unscheduled leave (paid or unpaid), or a combination.
7. When unscheduled leave and unscheduled telework are options available under an operating status announcement, employees must request unscheduled leave or unscheduled telework in accordance with the unscheduled leave procedures for their office.
8. When delayed arrival, with unscheduled leave or unscheduled telework options, is announced, employees exercising the unscheduled telework option must be a telework program participant and prepared to telework that day. Employees teleworking (scheduled or unscheduled) are to begin work on time and be prepared with sufficient work and any necessary equipment and technology to perform work at their alternative worksite. If a

telework program participant is not prepared to telework, the supervisor may deny a request for unscheduled telework. Employees exercising the unscheduled leave option are charged leave for the entire workday.

9. Telework employees are to begin work on time and/or continue working when Federal offices (i.e., buildings or facilities) are closed. These employees are not entitled to additional compensation or paid time off for continuing to work. If the employees are prevented from working successfully (e.g., due to loss or lack of electrical power), the employees should immediately notify their respective supervisors. In such circumstances, the supervisor may approve unscheduled leave or authorize excused absence or weather and safety leave, as appropriate, on a case-by-case basis. All similarly situated employees should be granted the same type of leave. For unusual situations, supervisors and leave approving officials should contact the local HR Specialist and/or RMO/BMO for guidance.
10. To the extent that telework program participants are unable to perform work at the telework site because of failure to make necessary preparation for reasonably anticipated conditions (e.g., taking laptops home when snow or other severe weather is forecasted), these employees may not be granted weather and safety leave. These employees must request appropriate personal leave.
11. Telework is not a substitute for dependent care. Telework program participants are expected to make arrangements for dependent care or take appropriate personal leave for the time needed to care for dependents.
12. Remote workers are to begin work on time and/or continue working regardless of the operating status at the regular worksite. Employees performing remote work are not entitled to additional compensation or paid time off for continuing to work when there is a disruption to operations at the regular worksite. If remote workers are prevented from working successfully due to conditions at their worksite (e.g., due to loss or lack of electrical power), the remote workers should immediately notify their respective supervisors. In such circumstances, the supervisor may approve unscheduled leave or authorize weather and safety leave on a case-by-case basis.
13. If an employee is on approved paid leave (e.g., annual leave, sick leave, time-off award, or compensatory time off) when an announcement to close offices is made prior to the start of the workday, the employee will generally remain on leave. However, if the employee is scheduled to use sick leave for a medical appointment and the appointment is cancelled, the employee's sick leave must be cancelled as the reason for the use of sick leave no longer exists. If the employee has scheduled annual leave, time-off award, or compensatory time off, that leave may be cancelled if the employee is a telework program participant and is ready, willing, and able to telework. Supervisor notification is required when the employee cancels leave and teleworks.

Pre-Approved Paid Leave on a Day when Federal Offices (i.e., buildings or facilities) are Closed		
Scenario	Employees Required to Telework	Employees <u>NOT</u> Required to Telework
Sick leave for routine doctor appointment.  Doctor's appointment is cancelled. As a result, the employee's sick leave must also be cancelled. *	Perform Telework or Request annual leave or other appropriate leave	Receive weather and safety leave
Sick leave for employee or family member illness/injury*	Remains on sick leave. Employee is incapacitated (sick or injured) and unable to work or employee is providing care to a family member and unable to work.	
Annual Leave, Time-Off Award, or Compensatory Time Off **	Remains on annual leave, time-off award, or compensatory time off. The employee is not prevented from working and there is no expectation for the employee to perform work.	
<p>* Sick leave may only be used in accordance with TSA MD 1100.63-1, Absence and Leave, and TSA Handbooks 1100.63-1.</p> <p>**The employee remains on leave. The leave may be cancelled if the employee is a telework program participant and is ready, willing, and able to telework and does telework. Supervisor notification is required.</p>		

**Example 1:** Joseph is a Federal employee who works in the Washington, D.C. metropolitan area. Joseph is scheduled to be on annual leave January 12 – 16. On January 13, OPM announces Federal offices in the Washington, D.C. metropolitan area are closed. Joseph will remain on annual leave January 12 - 16. He will not receive weather and safety leave for January 13.

**Example 2:** Jackson is a telework employee who works in the Washington, D.C. metropolitan area. Jackson is scheduled to be on annual leave on January 13. Jackson is required to telework when TSA offices are closed. On January 13 OPM announces Federal offices in the Washington, D.C. metropolitan area are closed. Jackson is prepared to telework and would prefer to work instead of using his annual leave. He contacts his supervisor to provide notification that he is canceling his leave and will be teleworking.

**Example 3:** Sally is a telework employee who works in the Washington, D.C. metropolitan area. Sally is scheduled to be on sick leave for a scheduled outpatient procedure on January 13. Sally is required to telework when TSA offices are closed. On the night of January 12

severe weather hits the Washington, D.C. area. On January 13, OPM announces Federal offices in the Washington, D.C. metropolitan area are closed. Due to the severe weather, Sally's medical procedure is cancelled, and she notifies her supervisor. Sally's supervisor should cancel her sick leave as it is no longer valid. Her telework agreement requires her to work when TSA offices are closed. Sally must either telework or request appropriate leave (e.g., annual leave, time-off award, compensatory time off, or LWOP — subject to supervisor approval).

**Example 4:** Juanita is a Federal employee who does not participate in her agency's telework program and works in the Washington, D.C. metropolitan area. Juanita is scheduled to be on sick leave for a scheduled outpatient procedure on January 13. On the night of January 12 severe weather hits the Washington, D.C. area. On January 13, OPM announces Federal offices in the Washington, D.C. metropolitan area are closed. Due to the severe weather, Juanita's medical procedure is cancelled, and she notifies her supervisor. Juanita's supervisor should cancel her sick leave as it is no longer valid. Juanita receives weather and safety leave for January 13 because she does not participate in the telework program and is not required to work when offices are closed.

**Example 5:** Ricardo is a telework-employee who works in the Washington, D.C. metropolitan area. He is on scheduled sick leave because he has flu-like symptoms and cannot perform work. On the night of January 12 severe weather hits the Washington, D.C. area. On January 13, OPM announces Federal offices in the Washington, D.C. metropolitan area are closed. Ricardo remains on sick leave because he cannot perform work.

14. Employees who are on leave, paid or unpaid, for the entire workday when TSA offices (i.e., buildings or facilities) are closed after the beginning of the workday (early departure) will be charged leave for the entire workday.
15. An employee who is on leave and is scheduled to return to work after an early departure time or final departure time is granted weather and safety leave from the time they were scheduled to return to work from leave through the end of the employee's workday.

**Example:** An employee's workday is 9:00 am to 5:30 pm. The employee has scheduled leave from 1:00 pm to 3:00 pm. A 3-hour staggered early departure is announced. The employee's early departure time is 2:30 pm. The employee is scheduled to return to work after his/her early departure time. The employee is granted weather and safety leave from 3:00 pm to 5:30 pm (2.5 hours).

16. Employees who leave work (pre-approved or unscheduled leave) before an early departure is announced, or before their early departure time will be charged leave beginning at the time they leave work for the remainder of their scheduled workday. These employees do not receive weather and safety leave.

**Example:** An employee's workday is 8:00 am to 4:30 pm. The employee has scheduled leave from 1:00 pm to 4:30 pm. A 2-hour staggered early departure is announced. The

employee's early departure time is 2:30 pm. The employee remains on leave from 1:00 pm through 4:30 pm. The employee does not receive weather and safety leave.

17. Employees with leave scheduled to begin after an early departure time or final departure time are charged leave. These employees receive weather and safety leave beginning at the early or final departure time until the start of the scheduled leave.

**Example:** An employee's workday is 9:00 am to 5:30 pm. The employee has scheduled leave from 4:00 pm to 5:30 pm. A 3-hour staggered early departure is announced. The employee's early departure time is 2:30 pm. As the employee's leave is scheduled to begin after the employee's early departure time, the employee will receive one and a half (1 ½) hours of weather and safety leave (2:30 pm to 4:00 pm.). The employee will be charged one and a half (1 ½) hours for the scheduled leave.

18. Employees who are on leave without pay (LWOP), LWOP for military duty (Absent-US/LWOP-US), suspension, or in another non-pay status when TSA offices (i.e., buildings or facilities) are closed because of severe weather conditions or an emergency are not entitled to weather and safety leave. Employees in a non-pay status do not have an expectation of working and receiving pay when the office is closed.
19. If a holiday, an in lieu of holiday, or an employee's regular day off falls on a day TSA offices (i.e., buildings or facilities) are closed because of severe weather conditions or an emergency, the employee does not receive weather and safety leave nor does the employee receive another day off.
20. If a holiday or an in lieu of holiday falls on the day TSA offices (i.e., buildings or facilities) are closed because of severe weather conditions or an emergency, non-emergency employees who were scheduled to work their regular tour of duty will be excused from duty and receive holiday leave pay. All employees who were not scheduled to work on the holiday or in lieu of holiday – and who are otherwise entitled – will also receive holiday leave pay. Part-time employees do not receive an in lieu of holiday.
21. When shelter-in-place is announced, employees should follow the shelter-in-place procedures for the facility.
22. In the event of a prolonged shutdown due to an emergency situation (an event lasting or anticipated to last more than a few days), TSA may find it necessary to furlough non-emergency employees. See [TSA MD 1100.63-2, \*Furlough \(Agency Placement of Employees in Nonduty, Nonpay Status\)\*](#) for additional information.
23. The policy and procedures of [TSA MD 1100.61-6, \*Emergency Evacuation Administrative Procedures\*](#), and the associated [Handbook](#), will apply when TSA employees are evacuated from their PDS in connection with emergency situations.

**D. EMERGENCY EMPLOYEES**

1. Absent unusual circumstances or a management determination that they may be excused, employees who occupy positions designated as emergency because they are necessary to sustain a facility or function for continuity of TSA operations during emergencies will not be dismissed or excused from duty during severe weather conditions or if an emergency arises.
2. The following have been identified as emergency employee positions:
  - (a) Executive Assistant Administrators (EAA);
  - (b) Deputy Executive Assistant Administrators (DEAA);
  - (c) Assistant Administrators (AA) and equivalent positions;
  - (d) Deputy Assistant Administrators (DAA) and equivalent positions;
  - (e) Transportation Security Operations Center (TSOC) Operations Management and Watch Officers/Analysts;
  - (f) Law Enforcement/Federal Air Marshals Service (LE/FAMS) Systems Operation Control Section/Mission Operations Center (SOCS/MOC) employees;
  - (g) Federal Air Marshals;
  - (h) Supervisory Federal Air Marshals;
  - (i) Federal Security Directors (FSD) and any position containing FSD in the title;
  - (j) At spoke airports without an FSD onsite, the highest level management official responsible for oversight of screening operations;
  - (k) Criminal Investigators;
  - (l) Transportation Security Officers (TSO), including Expert TSOs, Lead TSOs, Master TSOs and Supervisory TSOs;
  - (m) Transportation Security Managers (TSM);
  - (n) Coordination Center Officers (CCO);
  - (o) Security Assistant – Airport Operations Center (AOC)
  - (p) Transportation Security Inspectors (TSI);

- (q) Transportation Security Specialists – Explosives (TSS-E);
  - (r) Transportation Security Specialist – Explosive Detection Canine Handlers (TSS-EDCH);
  - (s) TSA-I&A, Indications and Warnings Watch Analysts (all locations);
  - (t) TSA-I&A, National Transportation Vetting Center (NTVC) Analysts (all locations)
  - (u) Continuity Relocation Group (CRG) members in the event of activation or partial activation of the TSA Continuity of Operations Plan (COOP); and
  - (v) Critical Incident Management Group (CIMG) members in the event of activation of the CIMG.
3. EAAs, AAs and equivalent positions, or their designees, may designate in writing other categories of employees as emergency when necessary to ensure the efficient and effective continuation of TSA operations. This authority may be delegated in writing no lower than Executive Directors, FSDs, and/or Supervisory Air Marshals in Charge (SACs).
  4. All employees in emergency positions should receive an annual written notification (memorandum, email, etc.) of their designation as an emergency employee and the expectation for them to report to duty and/or remain on duty at their worksite during emergencies. See Section I of this handbook for a sample memorandum.
  5. If a TSA office (i.e., building or facility) is closed before the workday begins or a delayed arrival is announced due to severe weather conditions or an emergency situation, employees in emergency positions are expected to report for work at their worksite on time unless specifically notified otherwise by a designated management official.
  6. If a TSA office has an early dismissal due to severe weather conditions or an emergency situation, employees in emergency positions are expected to remain on duty at their worksite through the end of their workday when non-emergency employees are dismissed, unless otherwise directed by a designated management official.
  7. Emergency employees who must work on a holiday or in lieu of holiday are expected to report for work at their worksite on time and will receive appropriate compensation in accordance with TSA MD 1100.55-8, *Premium Pay*, and the associated Handbook.
  8. Employees in emergency positions are not entitled to receive additional compensation or paid time off for reporting for duty or remaining on duty through the end of their workday at their worksites during severe weather conditions or an emergency situation when non-emergency employees are dismissed.
  9. To maintain adequate staffing levels to meet mission requirements during severe weather conditions or an emergency, employees may be scheduled for up to a maximum of 16 hours



per workday. Employees who work split-shifts may be scheduled up to a maximum of 18 hours per workday. Meal breaks are included when determining the length of the workday.

**Example:** An employee scheduled to work 16 hours would receive a minimum of two 30-minute meal breaks and would receive pay (regular pay, overtime pay, or compensatory time off in lieu of overtime pay, as appropriate) for 15 hours.

10. If an emergency employee is on approved paid leave (e.g., annual leave, sick leave, time-off award, or compensatory time off) when an announcement to close offices is made prior to the start of the workday, the employee will generally remain on leave. See [Section C.12.](#) above.
11. If emergency employees are excused from duty during severe weather conditions or a localized emergency, these employees are granted weather and safety leave or unscheduled leave in the same manner as non-emergency employees. See [Section C.](#) above.
12. Managers must plan for mission continuity when they receive advance notification of severe weather or other emergency circumstances.
13. When severe weather conditions or other emergency conditions allow for operating at less than full staffing levels and to the extent consistent with mission requirements, a designated management should take steps to release emergency employees from duty or notify emergency employees they are not required to report for duty. Weather and safety leave and unscheduled leave are granted in the same manner as for non-emergency employees who are released from duty or are not required to report for duty.
14. An emergency employee who is unable to report for duty or unable to remain on duty during severe weather conditions or a localized emergency is required to notify management following established unscheduled leave requesting procedures. As the services of emergency employees are necessary to continue TSA operations during emergencies, the approval of such requests will not be the norm. Each request will be reviewed on a case-by-case basis. A designated management official must consider the nature of the severe weather conditions or localized emergency, overall conditions, whether or not other employees residing in the same general area had difficulty reporting for duty, and other factors and conditions related to the emergency that prevent the employee from reporting for duty. Examples of conditions that may make it impossible for employees to report for duty include, but are not limited to: roads are impassable, roads are closed by state or local governments, or public transportation is not operating and the employee has no other reasonable means of getting to work. If the request is approved, the employee must be placed on weather and safety leave or be granted unscheduled leave in the same manner as non-emergency employees. If the request is not approved and the employee does not report or continue on duty, the employee's absence will be recorded as absent without leave (AWOL).
15. During severe weather conditions or other emergency situations, EAAs, AAs and equivalent positions, or their designees, have the authority to cancel the annual leave of emergency

employees who are on leave or have scheduled leave and order the employees to report for duty. This authority may be delegated in writing no lower than Executive Directors, FSDs, and SACs. Prior to canceling leave, EAAs, AAs and equivalent positions, or their designees will determine if it is feasible for the employee to return to duty with sufficient time to assist with the emergency situation. The employee should be notified verbally as soon as practicable, followed by a written notification. If the employee does not report for duty within a reasonable period of time after notification, the employee’s absence will be recorded as AWOL, unless the employee demonstrates that extenuating circumstances prevented the return to duty.

**E. PROCEDURES FOR THE WASHINGTON, DC, METROPOLITAN AREA**

1. Non-emergency TSA employees working in the Washington, DC, metropolitan area will follow the operating status announcements by the Office of Personnel Management (OPM).
2. The Washington, DC, metropolitan area is defined as:
  - (a) The District of Columbia;
  - (b) Montgomery and Prince George’s counties in Maryland;
  - (c) Arlington and Fairfax counties in Virginia; and
  - (d) The cities of Alexandria and Falls Church in Virginia.
3. The following chart identifies the announcements that employees in the Washington, DC, metropolitan area should listen for on local radio or television, use the OPM alert app, or view on the OPM website:

**OPERATING STATUS ANNOUNCEMENTS**

ANNOUNCEMENT	WHAT ANNOUNCEMENT MEANS
<b>1. OPEN</b>	<p>Federal agencies in the Washington, DC, area will open on time and all employees are expected to report to work on time at their worksite or begin telework on time.</p> <p>Normal operating procedures are in effect.</p>
<b>2. OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</b>	<p>Federal agencies in the Washington, DC, area will open on time with the option for unscheduled leave or unscheduled telework.</p> <p><i>Non-emergency employees</i> must notify their supervisor of their intent to use unscheduled leave or unscheduled</p>

	<p>telework. In accordance with TSA Policy, non-emergency employees have the option to use:</p> <ul style="list-style-type: none"> <li>(1) Earned annual leave, compensatory time off (if available), time-off award hours (if available) or sick leave, as appropriate;</li> <li>(2) LWOP subject to supervisory approval;</li> <li>(3) Their AWS regular day off for the current pay period;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>(4) Unscheduled telework.</li> </ul> <p>Employees exercising the unscheduled telework option or scheduled to telework are to begin work on time and be prepared to work for the entire workday or request unscheduled leave or a combination of both.</p> <p><i>Emergency employees</i> are expected to report to work on time unless otherwise directed by a designated management official</p>
<p><b>3. OPEN - DELAYED ARRIVAL – EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX - WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</b></p>	<p>Federal agencies in the Washington, DC, area are open under a delayed arrival. Non-emergency employees in the Washington, D.C. area, must report to their office no later than <b>XX:XX</b> and have the option to request unscheduled leave or unscheduled telework (if a telework program participant and prepared to telework for the day), when they are unable to report for duty at the regular worksite.</p> <p><i>Non-emergency employees</i> who report to the office will be granted weather and safety leave for up to the announced reporting time as needed.</p> <p>Delayed arrival does not authorize excused absence or weather and safety leave for an early dismissal for those employees who arrived on time or during the delayed arrival period.</p> <p><i>Non-emergency employees</i> must notify their supervisor if they intend to use unscheduled leave or unscheduled telework.</p> <p>In accordance with TSA Policy, non-emergency employees have the option to use:</p>

	<p>(1) Earned annual leave, compensatory time off (if available), time-off award hours (if available) or sick leave, as appropriate;</p> <p>(2) LWOP subject to supervisory approval;</p> <p>(3) Their AWS regular day off for the current pay period; or</p> <p>(4) Unscheduled telework.</p> <p><b>Leave.</b> Employees on pre-approved leave for the entire workday or taking unscheduled leave for the day will be charged leave for the entire workday and will not receive weather and safety leave.</p> <p><b>Telework Employees</b> exercising the unscheduled telework option or scheduled to telework are to begin work on time and must be prepared to telework for the entire workday or request unscheduled leave or a combination of both. In general, telework employees do not receive weather and safety leave except when commuting home due to an early dismissal.</p> <p><b>Emergency employees</b> are expected to report to work on time unless otherwise directed by a designated management official.</p>
<p><b>4. OPEN – XX HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</b></p>	<p>Federal agencies in the Washington, DC, area are open under XX hour(s) delayed arrival, and non-emergency employees have the option to request unscheduled leave or unscheduled telework.</p> <p><b>Non-emergency employees</b> who report to the office later than they would normally be expected to arrive will be granted weather and safety leave for up to XX hour(s), as needed.</p> <p>Delayed arrival does not authorize excused absence or weather and safety leave for an early dismissal for those employees who arrived on time or during the delayed arrival period.</p> <p>Non-emergency employees must notify their supervisor if they intend to use unscheduled leave or unscheduled telework (if a telework program participant and prepared to telework for the day). In accordance with TSA Policy, non-emergency employees have the option to use</p>

	<p>(1) Earned annual leave, compensatory time off (if available), time-off award hours (if available) or sick leave, as appropriate;</p> <p>(2) LWOP subject to supervisory approval;</p> <p>(3) Their AWS regular day off for the current pay period; or</p> <p>(4) Unscheduled telework.</p> <p><b>Leave.</b> Employees on pre-approved leave for the entire workday or taking unscheduled leave for the day will be charged leave for the entire workday and will not receive weather and safety leave.</p> <p><b>Telework Employees</b> exercising the unscheduled telework option or scheduled to telework are to begin work on time and be prepared to telework for the entire workday or request unscheduled leave or a combination of both. In general, telework employees do not receive weather and safety leave except when commuting home due to an early dismissal.</p> <p><b>Emergency employees</b> are expected to report to work on time unless otherwise directed by a designated management official</p>
<p><b>5. OPEN – XX HOUR(S) STAGGERED EARLY DEPARTURE</b></p>	<p>Federal agencies in the Washington, DC, area are open. Non-emergency employees should depart <b>XX</b> hour(s) earlier than their normal departure time from work and may request unscheduled leave to depart prior to their staggered departure time(s).</p> <p><b>Non-emergency employees at the Worksite:</b></p> <p><b>Weather and Safety Leave.</b> Non-emergency employees who are not telework program participants will be dismissed from their offices <b>XX</b> hour(s) earlier than their normal departure time from work and will be granted weather and safety leave for the number of hours remaining in their workday.</p> <p><u>Example:</u> If a 3-hour early staggered departure is announced, non-emergency employees who are not telework program participants with a normal departure time of 4:00 pm would be dismissed at 1:00 pm and will</p>

receive weather and safety leave for the remainder of their workday (3 hours of weather and safety leave).

**Telework Requirements.** In general, non-emergency employees who are telework program participants will receive weather and safety leave only for up to the amount of time required to commute home. Weather and safety leave cannot be granted for anytime beyond the end of the workday. Once these employees arrive at home, they must complete any remaining portion of the workday by teleworking, taking unscheduled leave (paid or unpaid), or a combination.

**Departure Prior to Early Departure Time.** Non-emergency employees who depart prior to their early staggered departure time must request to use unscheduled leave (paid or unpaid) and will be charged leave beginning at the time they leave work for the remainder of their scheduled workday. These employees do not receive weather and safety leave for any part of the workday. A telework program participant who departs prior to the early departure time generally must account for the remaining hours in the tour of duty by teleworking, taking unscheduled leave (paid or unpaid), or a combination.

**Leave.** Employees on leave for the entire workday when this announcement is made will not be granted excused absence and will be charged leave for the entire workday.

Employees on leave, who are scheduled to return to work after their early departure time, will be granted weather and safety leave from the time they are scheduled to return to work through the remainder of their workday.

Employees with leave scheduled to begin after their early departure time, are charged leave. These employees receive weather and safety leave beginning at the early or final departure time until the start of the scheduled leave.

**Telework employees** already performing telework when an early departure is announced generally may not receive weather and safety leave. They must account for the entire workday by teleworking, taking unscheduled leave (paid or unpaid), or a combination

	<p><i>Emergency employees</i> are expected to remain at their worksites for the remainder of their workday unless otherwise directed by a designated management official.</p>
<p><b>6. OPEN – XX HOUR(S) STAGGERED EARLY DEPARTURE – ALL EMPLOYEES MUST DEPART NO LATER THAN XX:XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED</b></p>	<p>Federal agencies in the Washington, DC, area are open. Non-emergency employees should depart <b>XX</b> hour(s) earlier than their normal departure time from work and may request unscheduled leave to depart prior to their staggered departure time(s). All non-emergency employees must depart no later than <b>XX:XX</b> at which time Federal offices in the Washington, DC, area are closed.</p> <p><i>Non-emergency employees at the Worksite:</i></p> <p><b>Weather and Safety Leave.</b> Non-emergency employees who are not telework program participants will be dismissed from their offices <b>XX</b> hour(s) earlier than their normal departure time from work or at the final departure time and will be granted weather and safety leave for the number of hours remaining in their workday.</p> <p><b>Telework Requirements.</b> In general, non-emergency employees who are telework program participants will receive weather and safety leave only for up to the amount of time required to commute home. Weather and safety leave cannot be granted for anytime beyond the end of the workday. Once these employees arrive at home, they must complete any remaining portion of the workday by teleworking, taking unscheduled leave (paid or unpaid), or a combination.</p> <p><b>Departure Prior to Early Departure Time.</b> Non-emergency employees who depart prior to their early staggered departure time must request to use unscheduled leave (paid or unpaid) and will be charged leave beginning at the time they leave work for the remainder of their scheduled workday. These employees do not receive weather and safety leave for any part of the workday. A telework program participant who departs prior to the early departure time generally must account for the remaining hours in the tour of duty by</p>

	<p>teleworking, taking unscheduled leave (paid or unpaid), or a combination.</p> <p><b>Leave.</b> Employees on leave for the entire workday when this announcement is made will not be granted weather and safety leave and will be charged leave for the entire workday.</p> <p>Employees on leave, who are scheduled to return to work after their early departure time, will be granted weather and safety leave from the time they are scheduled to return to work through the remainder of their workday.</p> <p>Employees with leave scheduled to begin after their early departure time, are charged leave. These employees receive weather and safety leave beginning at the early or final departure time until the start of the scheduled leave.</p> <p><b>Telework Employees</b> already performing telework when an early departure is announced generally may not receive weather and safety leave. They must account for the workday by teleworking, taking unscheduled leave (paid or unpaid), or a combination.</p> <p><b>Emergency employees</b> are expected to remain at their worksites for the remainder of their workday unless otherwise directed by a designated management official.</p>
<p><b>7. IMMEDIATE DEPARTURE – FEDERAL OFFICES ARE CLOSED</b></p>	<p>Non-emergency employees should depart immediately. Federal offices in the Washington, DC, area are closed.</p> <p><b>Non-emergency employees at the Worksite:</b></p> <p><b>Weather and Safety Leave.</b> Non-emergency who are not telework program participants will be granted weather and safety leave for the number of hours remaining in their workday</p> <p><b>Telework Requirement.</b> In general, non-emergency employees who are telework program participants will receive weather and safety leave only for up to the amount of time required to commute home. Weather and safety leave cannot be granted for anytime beyond the end of the workday. Once these employees arrive at home, they must complete any remaining portion of the workday by</p>



	<p>teleworking, taking unscheduled leave (paid or unpaid), or a combination.</p> <p><b>Departure Prior to Immediate Departure Time.</b> Non-emergency employees who depart prior to the immediate departure time must request to use unscheduled leave (paid or unpaid) and will be charged leave beginning at the time they leave work for the remainder of their scheduled workday. These employees do not receive weather and safety leave for any part of the workday. A telework program participant who departs prior to the early departure time generally must account for the remaining hours in the tour of duty by teleworking, taking unscheduled leave (paid or unpaid), or a combination.</p> <p><b>Leave.</b> Employees on leave for the entire workday when this announcement is made will not be granted weather and safety leave and will be charged leave for the entire workday</p> <p>Employees on leave, who are scheduled to return to work after the immediate departure announcement, will be granted weather and safety leave from the time they are scheduled to return to work through the remainder of their workday.</p> <p>Employees with leave scheduled to begin after their early departure time, are charged leave. These employees receive weather and safety leave beginning at the early or final departure time until the start of the scheduled leave.</p> <p><b>Telework employees</b> performing telework when an immediate departure is announced must continue working for the remainder of their workday or take unscheduled leave, unless excused from duty by a designated management official.</p> <p><b>Emergency employees</b> are expected to remain at their worksites for the remainder of their workday unless otherwise directed by a designated management official.</p>
<p><b>8. FEDERAL OFFICES ARE CLOSED – EMERGENCY AND TELEWORK-READY EMPLOYEES OR TELEWORK</b></p>	<p>Federal offices in the Washington, DC, area are closed. Emergency and telework employees continue to work. (This announcement is generally made prior to the start of the workday.)</p>

<p><b>PROGRAM PARTICIPANTS MUST FOLLOW THEIR AGENCY’S POLICIES</b></p>	<p><i>Non-emergency employees</i> will be granted weather and safety leave for the number of non-overtime hours scheduled to work unless they are:</p> <ol style="list-style-type: none"> <li>(1) Required to telework;</li> <li>(2) On official travel outside of the Washington, DC, area;</li> <li>(3) On preapproved leave including LWOP;</li> <li>(4) In a nonpay status (e.g., LWOP, suspension, AWOL); or</li> <li>(5) On an alternative work schedule (AWS) regular day off.</li> </ol> <p><b>Leave.</b> In general, an employee on preapproved leave (paid or unpaid) should continue to be charged leave and should not receive weather and safety leave. See <a href="#">Section C.12.</a> for details concerning use of preapproved leave on a day Federal offices are closed.</p> <p><b>Telework employees</b> generally may not receive weather and safety leave except when commuting home due to an early dismissal. They must account for the entire workday by teleworking, taking unscheduled leave (paid or unpaid) or other time off, or a combination</p> <p><b>Emergency employees</b> are expected to report to their worksites on time unless otherwise directed by a designated management official.</p>
<p><b>9. SHELTER-IN-PLACE</b></p>	<p>Federal offices in the Washington, DC, area are under Shelter-in-Place procedures and are closed to the public.</p> <p><b>Employees at the affected Worksite.</b> Employees at the affected worksite should follow TSA procedures for sheltering-in-place. Employees should remain in their designated safe area until they are notified by agency officials that they may return to the office or leave the worksite.</p> <p><b>Telework employees</b> performing telework (e.g., at home or other alternative worksite) are expected to continue working for the remainder of their workday when there is a shelter-in-place incident at their regular office unless affected by the emergency or unless excused from duty by a designated management official.</p>

	<p><i>Emergency employees</i> are expected to remain at the worksite and continue working for the remainder of their workday unless otherwise directed by a designated management official.</p>
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**F. PROCEDURES FOR OUTSIDE THE WASHINGTON, DC METROPOLITAN AREA**

1. Federal Executive Boards (FEB) and local governments in some areas have developed emergency dismissal plans similar to those identified for the Washington, DC area. TSA employees in areas where the FEB or local government have developed such procedures are directed to follow those dismissal procedures. Employees are expected to report for duty, telework, and/or use appropriate leave regardless of their duty location. A listing of FEBs can be found in [Section H](#) of this handbook.
2. TSA duty stations in locations that do not have an emergency dismissal plan developed by an FEB or local governments must develop their own plan and disseminate the plan to employees. When multiple TSA offices occupy a facility, the TSA office with the most employees at the location will take the lead and coordinate with the other TSA offices to develop an emergency dismissal plan. The plan must identify the position that will make the operating status determinations, how employees will be notified of closings, early dismissals, delayed arrivals, and unscheduled leave/unscheduled telework situations, and notification of the facility operating status to the respective headquarters program offices. The plan must follow TSA policy and procedures and must be reviewed and approved by the lead office's Assistant Administrator or designee and shared with HC prior to implementation. Plans may be submitted for review to [MDs&Forms-21@tsa.dhs.gov](mailto:MDs&Forms-21@tsa.dhs.gov).
3. The following procedures are to be followed by FSDs, SACs, and other management officials when faced with severe weather events or other emergencies that could result in office closures or make it impossible for employees to report for duty.
  - (a) Designated management officials must take steps to ensure adequate coverage for TSA operations when advance notification is received, through weather reports or other sources, that employees may be unable to report for duty due to weather conditions or other emergencies.
  - (b) Designated management officials should also advise employees of the expectations for reporting to work and notification requirements when unable to report for duty. See [Section I](#) of this handbook for a sample memorandum that may be used to advise employees of the expectations.
  - (c) When scheduling employees, management should ensure employees have an opportunity to receive adequate rest. If necessary, employees may be scheduled for up to a maximum of 16 hours per workday in the event of an emergency. Employees who work split-shifts

maybe scheduled up to a maximum of 18 hours per workday. Meal breaks are included when determining the length of the workday. Employees will only receive compensation when performing assigned work, which may include training or planning.

- (d) When OPM, the FEB for the area, or the local government announces a closure or recommended closure of federal or local government offices, TSA field operations will follow the following guidance:
- (i) When offices are closed, non-emergency employees without a telework agreement are excused from duty and are not required to contact their supervisors during the closure unless specifically advised otherwise by a designated management official. These employees will be granted weather and safety leave for the number of non-overtime hours scheduled to work unless they are:
- On official travel outside of the local commuting area;
  - Pre-approved for paid leave;
  - In a nonpay status (e.g., LWOP, suspension, AWOL); or
  - On an AWS regular day off.
- (e) Non-emergency telework employees are to begin work on time and/or continue working when Federal offices are closed. When a delayed arrival is announced, employees teleworking are to begin work on time. When an early departure is announced, employees teleworking continue working until the end of their workday. These employees are not entitled to additional compensation or paid time off for working when a delayed arrival or early departure is announced or when their regular worksite is closed. If telework employees are prevented from working successfully (e.g., due to loss or lack of electrical power), the employees should immediately notify their respective supervisors. In such circumstances, the supervisor may approve unscheduled leave or authorize excused absence or weather and safety leave, as appropriate, on a case-by-case basis. All similarly situated employees should be granted the same type of leave. For unusual situations, supervisors and leave approving officials should contact the local HR Specialist and/or RMO/BMO for guidance.
- (f) When an early departure is announced, telework employees working at the regular worksite are dismissed. These employees receive weather and safety leave for up to the amount of time required to commute home. Weather and safety leave cannot be granted for anytime beyond the end of the workday. Once these employees arrive home, they must complete any portion of their workday by teleworking, taking unscheduled leave (paid or unpaid), or a combination
- (g) Remote workers are to begin work on time and/or continue working regardless of the operating status at the regular worksite. Employees performing remote work are not

entitled to additional compensation or paid time off for continuing to work when there is a disruption to operations at the regular worksite. If remote workers are prevented from working successfully due to conditions at their worksite (e.g., due to loss or lack of electrical power), the remote workers should immediately notify their respective supervisors. In such circumstances, the supervisor may approve unscheduled leave or authorize weather and safety leave on a case-by-case basis.

- (h) Employees who leave work (pre-approved or unscheduled leave) before an early departure is announced, or before their early departure time will be charged leave beginning at the time they leave work for the remainder of their scheduled workday. These employees do not receive weather and safety leave.

**Example:** An employee's workday is 8:00 am to 4:30 pm. The employee has scheduled leave from 1:00 pm to 4:30 pm. A 2-hour staggered early departure is announced. The employee's early departure time is 2:30 pm. The employee remains on leave from 1:00 pm through 4:30 pm. The employee does not receive weather and safety leave.

- (i) An employee who is on leave and is scheduled to return to work after an early departure time or final departure time is granted weather and safety leave from the time they were scheduled to return to work from leave through the end of the employee's workday.

**Example:** An employee's workday is 9:00 am to 5:30 pm. The employee has scheduled leave from 1:00 pm to 3:00 pm. A 3-hour staggered early departure is announced. The employee's early departure time is 2:30 pm. The employee is scheduled to return to work after his/her early departure time. The employee is granted weather and safety leave from 3:00 pm to 5:30 pm (2.5 hours).

- (j) Employees with leave scheduled to begin after an early departure time or final departure time are charged leave. These employees receive weather and safety leave beginning at the early or final departure time until the start of the scheduled leave.

**Example:** An employee's workday is 9:00 am to 5:30 pm. The employee has scheduled leave from 4:00 pm to 5:30 pm. A 3-hour staggered early departure is announced. The employee's early departure time is 2:30 pm. As the employee's leave is scheduled to begin after the employee's early departure time, the employee will receive one and a half (1 ½) hours of weather and safety leave (2:30 pm to 4:00 pm.). The employee will be charged one and a half (1 ½) hours for the scheduled leave (4:00 pm to 5:30 pm)

- (k) To the extent that telework program participants are unable to perform work at the telework site because of failure to make necessary preparation for reasonably anticipated conditions (e.g., taking laptops home when snow or other severe weather is forecasted), these employees may not be granted weather and safety leave. These employees must request appropriate personal leave.

- (l) Emergency employees (e.g., FSDs, TSOs, TSMs, and other positions identified by management as emergency positions) are expected to report for duty on time or remain on duty at their worksites in the event of an emergency unless notified otherwise by a designated management official.
- (m) When flight schedules are cancelled, airport operations cease, or the airport authority closes the terminal buildings, designated management officials will release emergency employees from duty or notify them that they are not required to report for duty, to the extent consistent with mission requirements. The employees may be required to call daily during the closure following established call-in procedures.
- (n) When airports are open and operating, emergency employees must make a reasonable effort to report for duty on time. Employees who are unable to safely report must notify management following established call-in procedures. Situations that may prevent employees from reporting for duty include, but are not limited to: roads are impassable, roads are closed by local or state governments, or public transportation is not operating and the employee has no other reasonable means of getting to work. Employees unable to report for duty are granted weather and safety leave or unscheduled leave in the same manner as non-emergency employees. Determinations are made by designated management officials on a case-by-case basis.
- (o) Employees in a non-pay status when the office closes remain in a non-pay status.
- (p) If an employee is on approved paid leave (e.g., annual leave, sick leave, time-off award, or compensatory time off) when an announcement to close offices is made prior to the start of the workday, the employee will generally remain on leave. See [Section C.12.](#) above.
- (q) Employees who are on leave, paid or unpaid, for the entire workday when TSA offices (i.e., buildings or facilities) are closed after the beginning of the workday will be charged leave for the entire workday.
- (r) Employees leaving (for pre-approved or unscheduled leave) prior to a closure announcement (early dismissal time) will be charged leave beginning at the time they leave work and for the remainder of their scheduled workday. These employees do not receive weather and safety leave.
- (s) When early dismissal is announced, employees who are teleworking are expected to continue working through the end of their workday unless excused from duty by a designated management official. These employees are not entitled to additional compensation or paid time off for continuing to work when an early dismissal is announced for the regular worksite.
- (t) When delayed arrival, with the unscheduled leave or unscheduled telework option, is announced, employees exercising the unscheduled telework option must be a telework

program participant and prepared to telework that day. Employees teleworking (scheduled or unscheduled) are to begin work on time.

- (u) Employees occupying emergency positions should receive written notification of their designation as emergency employees, as well as the requirement to report for duty on time and remain on duty at their worksites for the remainder of their workday during an emergency. They should also be advised of the need to follow established call-in procedures if unable to report for duty, even when federal government offices in the area are closed. A sample notification memorandum can be found in section I of this Handbook.

## **G. PERSONAL EMERGENCIES**

1. EAAs, AAs and equivalent positions, DEAAs, and DAAs are delegated the authority to grant up to three days (24 hours for a full-time employee and a prorated number of hours for a part-time employee based on the official tour of duty) of excused absence to employees who suffer a personal emergency, as defined above in [Section A13](#). EAAs, AAs and equivalent positions, DEAAs, and DAAs are authorized to delegate this authority in writing to Executive Directors, FSDs, and/or SACs. This authority may not be delegated to lower level management officials or further delegated.
2. When excused absence for personal emergencies is authorized, the affected employee must request, and if granted, use the excused absence within 45 calendar days of the occurrence of the natural disaster. In circumstances with wide-spread devastation, the AA/HC may extend the timeframe to within 90 calendar days of the occurrence of the natural disaster.
3. When excused absence is granted, it must be documented through official records within the payroll system.
4. In unusual circumstances that may warrant the granting of additional hours, the AA for Human Capital may authorize additional hours, after consulting with the Deputy Administrator, the AA/Chief Finance Office (CFO), and the EAA or AA and/or DEAA or DAA of the requesting program office.
5. Excused absence for personal emergencies is not granted for losses resulting from human caused events, events otherwise not connected to a natural disaster, or for damage to structures/property other than the employee's principal/primary residence.
6. Excused absence for personal emergencies will not be granted while employees are evacuated from their permanent duty station in connection with emergency situations. The provisions of [TSA MD 1100. 61-6, \*Emergency Evacuation Administrative Procedures\*](#), and the associated [Handbook](#), will apply when the permanent duty station is evacuated.

Employees affected by personal emergencies related to natural disasters may submit a request for leave donations through the TSA Voluntary Leave Transfer Program (VLTP). Approved leave

recipients may receive up to a maximum of 80 hours of donated annual leave or donated compensatory time off under the VLTP for each disaster loss. The maximum amount of donated leave that an employee may receive in a leave year for losses by natural disaster is 240 hours. For additional information, see Section N. in [TSA Handbooks 1100.63-1, \*Absence and Leave and Absence and Leave for Non-Bargaining Unit Employees\*](#).



## **H. FEDERAL EXECUTIVE BOARDS**

Federal Executive Boards are currently located in cities which are major centers of Federal activity, and are composed of the Federal field office agency heads and military commanders in these cities. Contact information for the current Chairperson and Executive Director for each board and a link to the geographical locations/counties served by the Boards can be found at: <https://www.feb.gov/>. The Boards are located in the following metropolitan areas and the addresses are current as of the effective date of this handbook:

### **ATLANTA, GA**

Federal Executive Board  
Richard B. Russell Federal Building  
75 Spring Street, SW, Room 1142  
Atlanta, GA 30303  
Website: <http://www.atlanta.feb.gov/>

### **BALTIMORE, MD**

Federal Executive Board  
Fallon Federal Building  
31 Hopkins Plaza, Room 820A  
Baltimore, MD 21201

### **BOSTON, MA**

Federal Executive Board  
Thomas P. O'Neill, Jr. Federal Building  
10 Causeway Street, Suite 350  
Boston, MA 02222  
Website: <http://www.boston.feb.gov/>

### **BUFFALO, NY**

Federal Executive Board  
130 South Elmwood Avenue, Suite 416  
Buffalo, NY 14202  
Website: <http://www.buffalo.feb.gov/>

### **CHICAGO, IL**

Federal Executive Board  
77 W. Jackson Blvd, Suite 2115  
Chicago, IL 60604  
Website: <http://www.chicago.feb.gov/>

### **CINCINNATI, OH**

Federal Executive Board  
JWP Federal Office Building  
550 Main Street, Suite 1-116  
Cincinnati, OH 45202  
Website: <http://www.cincinnati.feb.gov/>

### **CLEVELAND, OH**

Federal Executive Board  
A. J. Celebrezze Federal Building  
1240 E. Ninth Street, Room 355  
Cleveland, OH 44199  
Website: <http://www.cleveland.feb.gov/>

### **DALLAS - FT. WORTH, TX**

Federal Executive Board  
525 S. Griffin Street, Suite 870  
Dallas, TX 75202  
Website: <http://dfw.feb.gov/>

**DENVER, CO**

Federal Executive Board  
PO Box 25567  
Denver, CO 80225  
Website: <http://www.colorado.feb.gov/>

**DETROIT, MI**

Federal Executive Board  
477 Michigan Avenue, Suite 1703  
Detroit, MI 48226  
Website: <http://www.detroit.feb.gov/>

**HONOLULU PACIFIC, HI**

Federal Executive Board  
300 Ala Moana Boulevard, Suite 4-123  
Box 50268  
Honolulu, HI 96850  
Website: <http://www.honolulu-pacific.feb.gov/>

**HOUSTON, TX**

Federal Executive Board  
2350 North Sam Houston Parkway East  
Suite 1000  
Houston, TX 77032  
Website: <http://www.houston.feb.gov/>

**KANSAS CITY, MO**

Federal Executive Board  
2300 Main Street, Suite 2NE-521  
Kansas City, MO 64108  
Website: <http://www.kansascity.feb.gov/>

**LOS ANGELES, CA**

Federal Executive Board  
501 W. Ocean Blvd, Suite 3200  
Long Beach, CA 90802  
Website: <http://www.losangeles.feb.gov/>

**MINNESOTA**

Federal Executive Board  
5600 American Blvd., W, Suite 940  
Bloomington, MN 55437  
Website: <http://www.minnesota.feb.gov/>

**NEW MEXICO**

Federal Executive Board  
USDA-Forest Service LEI  
333 Broadway Blvd SE  
Albuquerque, NM 87102  
Website: <http://www.newmexico.feb.gov/>

**NEWARK, NJ**

Federal Executive Board  
970 Broad Street, Suite 13202  
Newark, NJ 07102  
Website: <http://www.newark.feb.gov/>

**NEW ORLEANS, LA**

Federal Executive Board  
P.O. Box 53206  
New Orleans, LA 70153  
Website: <http://sig.nfc.usda.gov/feb>

**NEW YORK, NY**

Federal Executive Board  
26 Federal Plaza, Room 3016  
New York, NY 10278  
Website: <http://www.newyorkcity.feb.gov/>

**OREGON**

Federal Executive Board  
620 SW Main Street, Suite 330  
Portland, OR 97205  
Website: <https://www.oregonfeb.us/>

**PITTSBURGH, PA**

Federal Executive Board  
1000 Liberty Avenue, Room 1303  
Pittsburgh, PA 15222  
Website: <http://www.pittsburgh.feb.gov/>

**SAN ANTONIO, TX**

Federal Executive Board  
550 C Street, RM 257  
San Antonio, TX 78150

**SEATTLE, WA**

Federal Executive Board  
Jackson Federal Building  
915 Second Avenue, Room 2942  
Seattle, WA 98174

**OKLAHOMA**

Federal Executive Board  
215 Dean A. McGee Avenue, Suite 349  
Oklahoma City, OK 73102  
Website: <http://www.oklahoma.feb.gov/>

**PHILADELPHIA, PA**

Federal Executive Board  
William J. Green, Jr., Federal Building  
600 Arch Street, Suite 7202  
Philadelphia, PA 19106  
Website: <http://www.philadelphia.feb.gov/>

**ST. LOUIS, MO**

Federal Executive Board  
1222 Spruce, Room 1.205  
St. Louis, MO 63103  
Website: <http://stlouis.feb.gov/>

**SAN FRANCISCO, CA**

Federal Executive Board  
90 7th Street, Suite 18-300  
San Francisco, CA 94103  
Website: <https://www.sffeb.us/>

**SOUTH FLORIDA**

Federal Executive Board  
4780 SW 64th Avenue, Suite 103  
South Florida, FL 33314  
Website: <http://www.southflorida.feb.gov/>

**I. SAMPLE MEMORANDUM**

1. Emergency Employee Designation – Annual Notification

This memorandum may be sent as an email. Hyperlinks to the policy documents may be used as an alternative to attaching the policy documents to the email.

MEMORANDUM FOR

FROM:

SUBJECT: Designation as an Emergency Employee

This memorandum is to inform you that you encumber a position that has been identified as necessary to continue TSA operations during emergencies. As a designated “Emergency Employee” you must report for duty or remain on duty at your worksite if an emergency situation occurs.

If your duty location is closed or a delayed arrival due to an emergency situation is announced before your workday begins, you must report for duty on time unless you are specifically notified otherwise by a TSA designated management official. Employees who are unable to safely report must notify management following established call-in procedures. If your duty location has an early dismissal due to an emergency situation, you must remain at work through your tour of duty. Additional information on the rights and responsibilities of Emergency Employees may be found in TSA Management Directive 1100.61-1, *Dismissals and Closures*, and TSA Handbook 1100.61-1. A copy of the MD and Handbook are attached.

If you have any questions on your designation as an emergency employee, please let me know.

Attachment

2. Emergency Event Reminder – Event Specific or Annual Notification

This memorandum may be sent as an email.

MEMORANDUM FOR ALL [enter airport; field office location, or Headquarters office]  
EMPLOYEES

FROM:

SUBJECT: Anticipated Severe Weather Emergency

This memorandum is a reminder of procedures to follow in the event of severe weather.

When the [Office of Personnel Management (OPM), the FEB for the area, or the local government] announces a closure, recommends closure of federal or local government offices, an early dismissal, or a delayed arrival, TSA field operations will adhere to the following guidance.

All non-emergency employees who do not participate in the telework program are excused from duty and are not required to contact their supervisors during a closure unless specifically advised otherwise by management. All telework employees **are required to work** from their alternative worksite when the regular office/worksite is closed due to an emergency, unless otherwise directed by their supervisor or other management official in their chain of supervision.

A designated management official will advise non-emergency employees of early dismissals. In the event of a delayed arrival, non-emergency employees should plan to arrive at work no later than the window provided. For example: A delayed arrival of two hours is announced. The employee's tour of duty is 7:00 am to 3:30 pm. The employee should plan to arrive at work no later than 9:00 am. If the employee arrives at work by 9:00 am, there is no charge to the employee's leave accounts. If the employee arrives at work at 9:30 am, the employee would receive two hours of weather and safety leave and would need to request personal leave (e.g., annual leave, compensatory time off, time-off award, or LWOP) for 30 minutes. Telework employees exercising an unscheduled telework option and employees scheduled to telework are to begin work on time and/or continue working when Federal offices are closed or when a delayed arrival or early departure is announced unless excused from duty by a designated management official. These employees are not entitled to additional compensation or paid time off for working when their permanent duty location is closed

If the telework employees are prevented from working successfully (e.g., due to loss or lack of electrical power), the employees should immediately notify their respective supervisor. In such circumstances, the supervisor may approve personal leave or authorize weather and safety leave on a case-by-case basis. To the extent that telework employees are unable to perform work at the telework site because of failure to make necessary preparation for

reasonably anticipated conditions, these employees may not be granted weather and safety leave. These employees must request appropriate personal leave.

Emergency employees (FSDs, TSOs, TSMs, and other positions identified by management as emergency positions) are expected to report for duty on time or remain on duty at their worksites in the event of an emergency unless notified otherwise by management. Employees who are unable to safely report must notify management following established call-in procedures. Determinations to excuse employees from duty will be made on a case-by-case basis. Examples of conditions that may prevent employees from reporting for duty may include, but are not limited to, roads are impassable, roads are closed by local or state governments, or public transportation is not operating and the employee has no other reasonable means of getting to work. If the duty location has an early dismissal due to an emergency situation, emergency employees must remain at work through the end of their tour of duty, unless excused from duty by management. Emergency employees excused from duty will receive weather and safety leave or unscheduled leave in the same manner as non-emergency employees. Employees who fail to follow call-in procedures may be charged absence without leave (AWOL).

As we prepare for the predicted severe weather and to ensure continued operations, we are asking for volunteers willing to lodge near the airport/office. The volunteers should be individuals who live near the airport/office or have family or friends living near the airport/office where they can stay.

Employees volunteering to lodge near the airport/office may be scheduled to work for up to a maximum of 16 hours per workday or when an employee works a split-shift up to 18 hours per workday, when necessary. Meal breaks are included when determining the length of the workday. Schedules will be determined to ensure employees have an opportunity to receive sufficient rest. Employees will only receive compensation when performing assigned work, which can include training or planning. Employees who on their own decide to stay at the airport beyond their scheduled workday are not entitled to receive compensation.

Please contact me if you have any questions concerning the procedures to follow in the event of severe weather.