

TELEWORK AND INCLEMENT WEATHER

R u l e	A	B	C	D	E	F
	If the situation is	and the employee is	or permit telework	or grant leave (note 5)	then grant administrative leave	or require report to duty location
1	Late reporting authorized (or unscheduled telework)	not on leave	yes	if requested by employee	for the period of late reporting only	yes.
2		on scheduled leave	yes, if requested by employee	n/a (note 3)	no	no.
3	Early release authorized	on scheduled leave	no	n/a (note 3)	no	no.
4		not on leave	yes	if requested by employee and only for hours over early release period	for the period of early release only	no.
5	Facility closed or closed to the public (not because facility is non-functional)	not on leave	yes	no	yes	no.
6		on scheduled leave	yes, if requested by employee	n/a (note 3)	yes	no.
7	Employee unable to get to Office	not on leave	yes	yes	no	no.
8	Telework site not functional, Office functional (note 4)	not on leave, scheduled telework day	no	if requested by employee	no	yes.
9		not on leave, not a scheduled telework day	no	if requested by employee	no	yes.

10	Telework site not functional, Office not functional (note 4)	not on leave	no	no	yes	no.
NOTES						
1	Approval for telework rests with the supervisor					
2	Approval for leave, including admin leave, rests with the supervisors based on this table and other DOI and Bureau policies					
3	Since the employee is already on leave, this option does not apply					
4	"Not functional" means: loss of power, facility destroyed, unoccupyable					
5	When OPM authorizes unscheduled leave, supervisors cannot deny a leave request. If the employee does not have sufficient leave to cover the request, Advance Leave and LWOP are options. However, supervisors are not required to approve advance leave - they can authorize LWOP.					