

WILLIAM J. HUGHES TECHNICAL CENTER
HAZARDOUS WEATHER PROCEDURES

The following procedures apply to hazardous weather conditions that may make travel to and from the WJHTC impossible or very hazardous. When such conditions (snow emergencies, severe icing/freezing conditions, floods, hurricanes, etc.) do arise, the WJHTC may be closed to all but emergency and mission critical employees. The WJHTC Facility Manager as discussed in the next paragraph will designate such closings. These procedures will also be used in the event of a natural or man-made disaster affecting the area and other incidents causing disruption of WJHTC operations (disruption of power and/or water, interruption of public transportation, closing of major transportation routes, etc.).

The WJHTC Facility Manager will, based on the hazardous weather condition, decide if the WJHTC will be “open” or “closed,” or operating under a “liberal leave,” “delayed arrival,” or “early dismissal” procedure. A full definition of each status can be found in Appendix A, Hazardous Weather Announcement Definitions.

Decisions made after normal working hours will be made available via the William J. Hughes Technical Center Operating Status telephone number (609) 485-6100 and the WJHTC public website (<http://www.tc.faa.gov/ops/closings.htm>) by 5:20 AM. Decisions made during normal working hours will be broadcasted via e-mail, the public address system, the WJHTC public website, and the Operating Status telephone number.

During hazardous weather events, WJHTC employees, including 2nd and 3rd shift employees should monitor the website and the information number for facility operating status. The WJHTC does not communicate operating status to any radio and/or TV stations. **Calls to the Technical Center Operations Center and/or Security Console should not be made, as these lines must be kept clear for emergency communications.**

These procedures apply to all FAA Federal employees at the WJHTC. FAA Federal employees designated “emergency” or “mission-critical” employees must report to work in any given situation unless directed otherwise by their respective management. Contact your immediate supervisor if you are not sure if you fall into either of these categories.

Contractor employees and Federal employees from other federal agencies should consult with their immediate management for guidance.

Appendix A.

HAZARDOUS WEATHER ANNOUNCEMENT DEFINITIONS

These announcements DO NOT apply to individuals who are designated as *emergency or mission critical employees*. *Emergency and mission critical employees* are expected to report for work on time unless excused by their supervisors.

These procedures apply to all FAA Federal employees at the WJHTC. Contractor employees and Federal employees from other agencies residing on the WJHTC should consult with their immediate management for guidance.

DISRUPTIONS BEFORE THE WORKDAY BEGINS

The William J. Hughes Technical Center (WJHTC) will provide one of the following five announcements when a disruption occurs before the workday begins.

Announcement	What Announcement Means
1. "WJHTC is OPEN ; employees are expected to report for work on time."	Employees are expected to report for work on time.
2. "WJHTC is OPEN under a LIBERAL LEAVE policy."	Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. <i>Employees must notify their supervisors of their intent to take unscheduled leave. Emergency employees are expected to report for work on time.</i>
3. "WJHTC is OPEN under a DELAYED ARRIVAL policy. FAA employees should plan to arrive for work no more than XX hours later than they would normally arrive."	<p>Employees should plan their commutes so that they arrive for work no more than XX hours later than they would normally arrive. Employees will be granted Excused Leave (Cru-X code Leave 09, Excused Other) from their normal starting time until the designated delayed opening time. Employees who arrive for work more than XX hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.</p> <p>Employees on pre-approved leave for the entire workday, or employees who request unscheduled leave for the entire day will be charged leave for the entire day.</p> <p><i>Telework employees are expected to work from</i></p>

	<p>their telework sites, or as specified in their telecommuting agreement. <i>Emergency and Mission Critical employees</i> are expected to report for work on time.</p>
<p>4. “WJHTC is OPEN under a DELAYED ARRIVAL/LIBERAL LEAVE policy. FAA employees should plan to arrive for work no more than <i>XX</i> hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave.”</p>	<p>Employees should plan their commutes so that they arrive for work no more than <i>XX</i> hours later than they would normally arrive. Employees will be granted Excused Leave (Cru-X code Leave 09, Excused Other) from their normal starting time until the designated delayed opening time. Employees who arrive for work more than <i>XX</i> hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.</p> <p>Employees on pre-approved leave for the entire workday. Employees who cannot report for work may request unscheduled leave for their entire scheduled workday.</p> <p><i>Telework employees</i> are expected to work from their telework sites, or as specified in their telecommuting agreement. <i>Emergency and Mission Critical employees</i> are expected to report for work on time.</p>
<p>5. “The WJHTC is CLOSED.”</p>	<p>The WJHTC is closed. Non-emergency employees will be granted excused leave (Cru-X code Leave 09, Excused Other) for the number of hours they were scheduled to work. Employees on pre-approved leave will be granted excused absence as well. This does not apply to employees on leave without pay, leave without pay for military duty, workers’ compensation, suspension, or in another nonpay status.</p> <p><i>Telework employees</i> are expected to work from their telework sites, or as specified in their telecommuting agreement. <i>Emergency and Mission Critical employees</i> are expected to report for work on time.</p> <p>Employees on alternative work schedules are not entitled to another AWS day off in lieu of the workday on which the agency is closed.</p>

DISRUPTIONS AFTER THE WORKDAY BEGINS

The William J. Hughes Technical Center (WJHTC) will provide the following announcement when a disruption occurs after the workday begins.

Announcement	What Announcement Means
<p>“WJHTC is operating under an EARLY DISMISSAL policy. Employees will be dismissed XX hours earlier than their normal departure time from work.”</p>	<p>Employees will be dismissed early relative to their normal departure times from work. For example, if a 3-hour early dismissal policy is announced, workers who normally leave their offices at 4:00 p.m. should leave at 1:00 p.m. Employees who must leave work earlier than their <i>early dismissal time</i> will be charged annual leave or leave without pay from the time of their departure through the remainder of their regularly scheduled workday.</p> <p>FAA employees on pre-approved leave for the entire workday or employees who request unscheduled leave will be charged leave for the entire day.</p> <p><i>Telework employees</i> may be expected to continue to work from their telework sites, as specified in their telework agreements.</p> <p><i>Emergency and Mission Critical employees</i> are expected to remain at work.</p>