

## Inclement Weather Update

### January 2025



With the first snow of the year, we wanted to remind everyone about inclement weather policies for staff of ServiceSource programs and contract operations. Read on to learn about weather policy terms and how to learn the status of your worksite.

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### **Inclement Weather Terms**

#### **Weather-Related Closure**

The site is closed and employees are not expected to be at work. Time off for the site closure will not be charged against your leave balance.

#### **Late or Delayed Arrival**

Employees are expected to be at work and are advised to take care traveling to work. Reasonable travel delays due to the weather may result in late arrival and employees who arrive late due to weather conditions will not have leave deducted. Arrivals delayed by no more than 2 hours late are usually considered reasonable.

#### **Unscheduled or Liberal Leave**

Employees are expected to be at work unless they choose not to report because of weather conditions. Those who choose not to report to work must contact their supervisors and leave word that they are choosing to take leave; timesheets must reflect that leave was taken. Employees who have no leave available should record time taken off as leave without pay (LWOP). Employees who do not call in will be

## What Jurisdiction Determines Policy for Your Worksite?

### Employees at Federal Sites

ServiceSource attempts to contact these employees by email, text, and/or phone regarding site status. Employees working on a federal government worksite or commercial worksite that follows the federal government closure schedule, such as our commercial enclaves, may also check the federal [Office of Personnel Management Current Status Page](#). If you are unsure about the status of your worksite, please contact your supervisor.

### Food Service Employees

Food service sites will remain open unless a base closure is announced. Selected food service employees will be informed in advance of their need to report during inclement weather. All other food service employees will follow the federal government closure schedule and may check the federal [Office of Personnel Management Current Status Page](#). If you are unsure about the status of your worksite, please contact your supervisor.

### Virginia LTCIS Staff

Staff working at our Long-Term Community Integration Services (LTCIS) program sites follow the closure schedule of the local **government\*** in the jurisdiction where the program is located.

- Employees in Oakton, Chantilly, Fairfax, Herndon, Lorton, and Springfield follow the Fairfax County Government closure schedule. For status updates, visit the [Fairfax County Government Operating Status Page](#).
- Employees in Alexandria follow the Alexandria City Government closure schedule. For status updates, visit the [City of Alexandria Closures and Cancellations Page](#).
- Employees in Arlington County follow the Arlington County Government closure schedule. For status updates, visit the [Arlington County Operating Status Page](#).
- Employees in Prince William County follow the Prince William County Government closure schedule. For status updates, visit the [Prince William County Emergency Event Information Page](#).

\*Please note that the closure status for LTCIS staff may be different than the status for participants, who follow the closure policy of public schools in the jurisdiction.

### Oakton Headquarters Staff

- Staff working at ServiceSource Headquarters in Oakton follow the Fairfax County Government closure schedule. For status updates, visit the [Fairfax County Government Operating Status Page](#).
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## Final Thoughts

The most common actions taken by the federal government and local governments are unscheduled or liberal leave. When these policies are put into effect, ServiceSource is expected to be open within the context of the announced policy, unless ServiceSource announces a decision to close. Employees who do not feel they can safely get to work can use accrued leave or LWOP but, they are required to

call their supervisor and inform them.

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