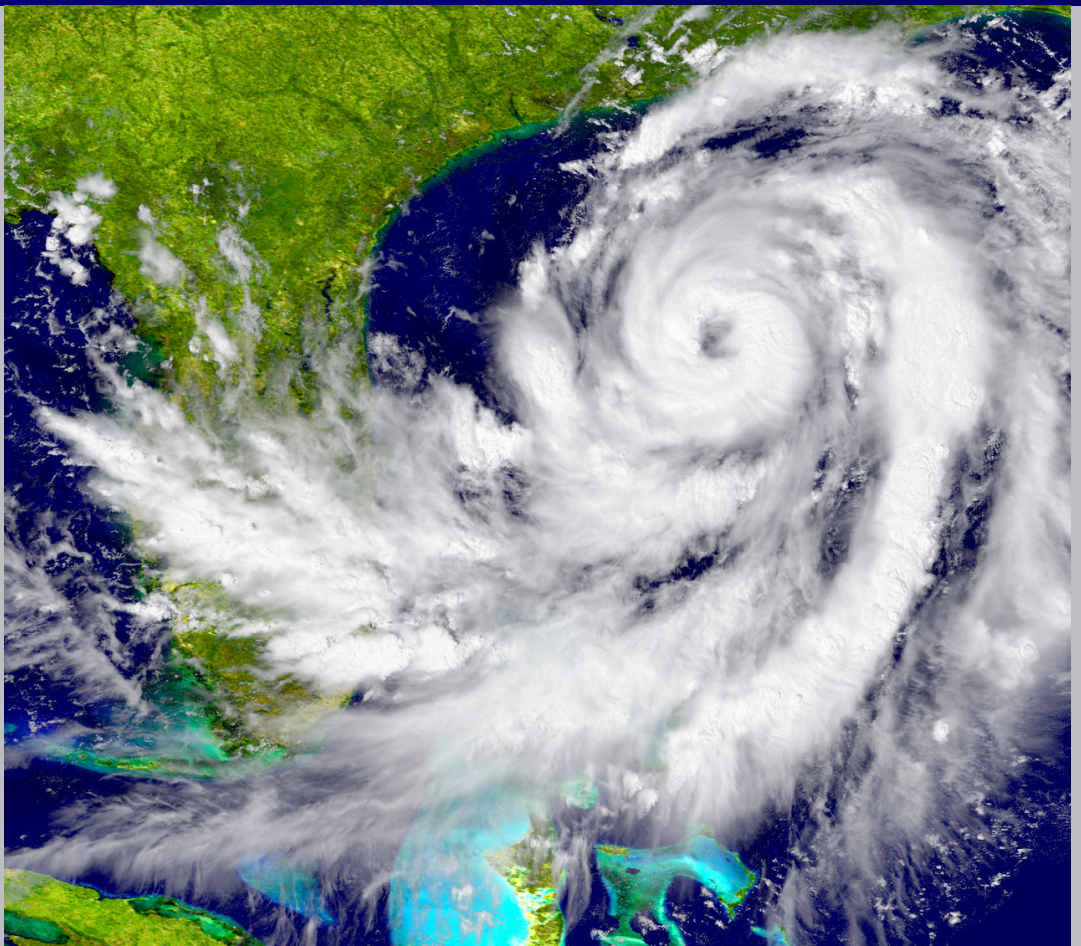




WEATHER AND SAFETY LEAVE

UNDERSTANDING WEATHER
AND SAFETY LEAVE AND
WHAT YOU NEED TO KNOW



DISCLAIMER

This guide is for informational purposes only. For official policy interpretation or specific situations, consult with IRS management, HR, or contact NTEU Chapter 193 for union representation.

IMPORTANT

This educational material explains the process for Weather and Safety Leave based on our National Agreement and current telework guidance.

WHAT IS WEATHER AND SAFETY LEAVE?

Weather and Safety Leave is granted when an IRS facility closes due to general conditions (not personal) caused by events such as:

- Terror alerts or attacks
- Severe weather (e.g., heavy snow, icing, floods, hurricanes)
- Environmental hazards (e.g., air pollution, massive power failure, major fires)
- Disruptions to public transportation (e.g., strikes, mass demonstrations) that create safety concerns consistent with 5 C.F.R. Part 630, Subpart P

NOTE: Employees are informed of closures via email, IRS Emergency Hotlines, and public media.



WEATHER AND SAFETY LEAVE FOR TELEWORK-READY EMPLOYEES

**Per National Agreement
Article 50, Sec. 1 & Sec. 7**

WEATHER AND SAFETY LEAVE FOR TELEWORK-READY EMPLOYEES

Telework-Ready Employees are those with an approved Telework Agreement, necessary equipment (e.g., laptop), and work files at their Telework location to perform duties during an office closure. This is covered under **Article 50, Sections 1 and 7** of the contract.

BEFORE AN OFFICE CLOSURE:

What could happen?

- **Anticipated Closure:** If a closure is expected (e.g., forecasted snow), employees should take steps to become “**Telework-ready**” by bringing necessary equipment and files to their Telework location.
- **Administrative Time:** Managers may authorize administrative time for employees to travel and obtain equipment/files if they are not at their Post of Duty (POD).

DURING AN OFFICE CLOSURE:

- **Expectation to Work:** If the IRS facility closes and you are Telework-ready, you are “expected to work” from your approved Telework location for your entire Tour of Duty (TOD).
- **Impacted Telework Site:** If your Telework site is also affected by the same condition (e.g., power outage, evacuation), preventing safe work, you **may be granted** weather and safety leave.
- **Not Telework-Ready:** If you are not Telework-ready because your telework site is also impacted by the same weather or safety-related condition (e.g. hurricane, wildfire, flood, evacuation) as the POD and the condition prevents the employee from safely working (e.g., power outage, evacuation order), for all or part of your TOD when the office closes, you **may be granted** weather and safety leave for that period.

DURING AN OFFICE CLOSURE:

Contact your Manager:

If you cannot safely work at your Telework site due to a condition, you **must contact your supervisor as soon as practicable.**

Your manager may direct you to travel to your regular worksite (if safe) on administrative time to finish your workday. If not directed to report, you will be granted weather and safety leave.



HOW TO REQUEST WEATHER AND SAFETY LEAVE FOR TELEWORK READY EMPLOYEES

**Per National Agreement
Article 50, Sec. 7**

REQUEST WEATHER AND SAFETY LEAVE FOR TELEWORK READY EMPLOYEES

If you cannot safely work at your Telework location or your telework site is also impacted by the same weather or safety-related condition (e.g. hurricane, wildfire, flood, evacuation) as the POD and the condition prevents you from safely working:

- You can request weather and safety leave by **submitting Form 10837, Request for Weather and Safety Leave Due to Emergency Conditions, or other documentation (e.g., email).**

Documentation:

Documentation may be waived for absences of (4) four hours or less.

FORM 10837

Request for Weather and Safety Leave Due to Emergency Conditions

Purpose: To request weather and safety leave when prevented from safely working due to severe weather or other emergencies. This form is optional; however, it will facilitate the processing of your request. Submit this form as soon as possible or use a different means to provide relevant information to your supervisor.

Instructions to Employee

- Complete Part I, Employee Information**
- Complete Part II, Part III, or Part IV** (whichever is appropriate) as follows:
 - Part II** – You are scheduled to work in the office (official duty station) and it is open, but emergency conditions (such as severe weather) prevent you from safely getting to work. If you participate in a telework program, you must also complete Part III.
 - Part III** – You are scheduled (or expected) to telework, but an emergency at your telework location prevents you from safely working.
 - Part IV** – You are working in your office (official duty station) when an early departure is announced, and due to safety-related circumstances, you request to leave prior to the time set for dismissal.
- Complete Part V:** Indicate the date(s) and number of hours of weather and safety leave you are requesting, and sign the form.
- Post** approved weather and safety leave to the appropriate OFP code in the timekeeping system. See instructions incorporated below.

Instructions to Supervisor

Complete Part VI, Supervisory Review, by comparing the request to criteria in the [National Agreement](#), Article 36, section 14, and Article 50, sections 1 and 7, for bargaining unit employees and [IRM 6.630.4.5](#), Weather and Safety Leave. Where a natural disaster is declared, coordinate review and approval with a designated business unit executive in consultation with the Senior Commissioner's Representative and the local Labor Relations Specialist(s) for the geographic area of the disaster to ensure consistency. Indicate approval or disapproval of weather and safety leave hours requested by the employee.

Part I. Employee Information

Name	SEID	Manager's name
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Organization/Function

Type of biweekly work schedule

- ☐ Standard (5/8 – No credit hours) ☐ Staggered ☐ Flexitour with credit hours ☐ Gliding
☐ Maxiflex ☐ 5/4-9 ☐ 4/10

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1 – Tour of duty							
Week 1 – Number of hours							
Week 2 – Tour of duty							
Week 2 – Number of hours							
Work schedule	Telework type <input type="checkbox"/> None <input type="checkbox"/> Ad Hoc <input type="checkbox"/> Frequent <input type="checkbox"/> Recurring <input type="checkbox"/> Other					<input type="checkbox"/> Bargaining Unit <input type="checkbox"/> Nonbargaining Unit	

Part II. Complete If Scheduled To Work in the Office (Official Duty Station) and the Office Is Open, but Emergency Conditions (Such As Severe Weather) Prevent You from Safely Getting To Work

(Post approved weather and safety leave to OFP Code 990-59513, Weather and Safety Leave – Office Open, Cannot Safely Report, in the timekeeping system)

Address of official duty station	General area or suburb where your residence is located
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Is this request due to an emergency preventing safe travel caused by a natural disaster officially declared by the President, Office of Personnel Management or other appropriate authority? If yes, name of [disaster](#) (e.g., District of Columbia Snowstorm)

☐ Yes ☐ No

Name of disaster

Were any local travel restrictions in place preventing safe travel on the day you are requesting weather and safety leave? If yes, explain

☐ Yes ☐ No

Explain

FACTORS FOR GRANTING LEAVE:

Managers consider several factors when deciding to grant weather and safety leave:

- Whether you live in or travel through an affected area.
- Your normal or reasonably available transportation options.
- Efforts you made to come to work.
- The success of other similarly-situated employees in reaching work.
- Any physical disability you may have.
- Local travel restrictions or evacuation orders

SPECIFIC SCENARIOS:

Early Departure:

If the office closes early, employees working in the office with a Telework agreement must take equipment and files to their Telework location to finish their TOD. Travel time home during regular duty hours will be granted as weather and safety leave. If the Telework site is also impacted, weather and safety leave may be granted.

Delayed Opening:

Telework-ready employees scheduled to report to the office can request unscheduled telework for their entire TOD or arrive at the delayed opening time.

SPECIFIC SCENARIOS:

Unscheduled Telework Hours:

Hours worked due to unscheduled telework during an office closure **do not count** against your maximum telework days, since the agency would approve telework in response to a local weather closure. This provisions are provided under current RTO memo and the Supplemental Guidance on Treasury's Plan to Return to the Workplace memorandum was issued providing "Ad Hoc/Situational Telework" issued memorandum of March 17, 2025.

SPECIFIC SCENARIOS:

Leave Cancellation:

You may cancel pre-approved leave if its purpose is frustrated by the same condition causing the office closure, and you are not Telework-ready. Managers may request documentation.

Consecutive Leave Days:

If weather and safety leave is granted for consecutive days, you must be reachable by the Employer via phone or email (if available) and respond within 24 hours.



WEATHER AND SAFETY LEAVE FOR NON-TELEWORK EMPLOYEES

**Per National Agreement
Article 36, Section 14**

WEATHER AND SAFETY LEAVE FOR NON TELEWORK-READY EMPLOYEES

This applies to employees not participating in telework, as outlined in **Article 36, Section 14** of the contract.

When the Office is Open, but Travel is Unsafe:

If a weather or safety condition prevents you from safely traveling to work, and your Post of Duty (POD) is open, you will be granted weather and safety leave only if you are genuinely prevented from safely reaching your POD.



HOW TO REQUEST WEATHER AND SAFETY LEAVE FOR NON TELEWORK EMPLOYEES

**Per National Agreement
Article 36, Section 14**

REQUEST WEATHER AND SAFETY LEAVE

You can request weather and safety leave by **submitting Form 10837, Request for Weather and Safety Leave Due to Emergency Conditions, or other documentation (e.g., email).**

Documentation: Documentation may be waived for absences of four hours or less.

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 - Part III** – You are scheduled (or expected) to telework, but an emergency at your telework location prevents you from safely working.
 - Part IV** – You are working in your office (official duty station) when an early departure is announced, and due to safety-related circumstances, you request to leave prior to the time set for dismissal.
- Complete Part V:** Indicate the date(s) and number of hours of weather and safety leave you are requesting, and sign the form.
- Post** approved weather and safety leave to the appropriate OFP code in the timekeeping system. See instructions incorporated below.

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- Efforts you made to come to work.
- The success of other similarly-situated employees in reaching work.
- Any physical disability you may have.
- Local travel restrictions or evacuation orders

COMMUNICATION AND OTHER SCENARIOS:

Contact your Manager:

If you are prevented or delayed from arriving at work, you must contact your supervisor as early as practicable to explain and provide an estimated arrival time.

Consecutive Leave Days:

Similar to telework employees, if leave is granted for consecutive days, you must be reachable by the Employer via phone or email (if available) and respond within 24 hours.

Official Travel:

If you are on official travel and prevented from safely traveling to or performing work at the temporary duty location, you may be eligible for weather and safety leave. Contact your manager as soon as practicable for instructions.

COMMUNICATION AND OTHER SCENARIOS:

Early Closure/Departure:

If an "**open with early departure**" announcement is made, employees working in the office will receive weather and safety leave from the early departure time to the end of their TOD. You may also rescind scheduled leave that is frustrated by the early departure and receive weather and safety leave. Managers may request documentation.

Delayed Opening:

If you are on scheduled leave for the entire day but choose to come in at the delayed opening time, you will receive weather and safety leave until the delayed arrival time, and the rest of your scheduled leave will be canceled.

Leave Cancellation During Closures:

You may cancel pre-approved leave if its purpose is frustrated by the same condition causing the office closure. Managers may request documentation.

IMPORTANT CONSIDERATIONS

The Employer retains the ability to require an employee's presence if their services are deemed necessary, as per 5 U.S.C. § 7106(a)(2)(B).

Reference Form: Form 10837, Request for Weather and Safety Leave Due to Emergency Condition is the primary form for requesting this type of leave.



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