

COHO Policy on

Weather Related Delays, Early Departures and Closings

Open	COHO is Open regular hours (6:00 am – 7:00 pm)
Federal Offices are Closed	COHO is closed

Weather Related Delays

Open with option for unscheduled leave or unscheduled telework	COHO is Open regular hours (6:00 am – 7:00 pm)
Open – XX hour (s) delayed arrival – with option for unscheduled leave or unscheduled telework	COHO Opening will be delayed by the same amount of time (e.g. 2 hour delay, COHO will open at 8:00 am)
Open – Delayed Arrival – Employees should remain off the roads until XX:XX. Federal offices will open to the public at YY:YY. Employees have the option for unscheduled leave or unscheduled telework.	COHO will open 30 minutes after the “remain off the roads” time (e.g. “Employees should remain off the roads until 10:00 am”, COHO staff will make best efforts to open by 10:30 am)

Weather Related Early Departures

Open – XX Hour (s) staggered early departure	COHO will close the same number of hours early (e.g. 2 hour staggered early departure, COHO will close at 5:00 pm)
Open – XX Hour (s) staggered early departure – all employees must depart no later than XX:XX at which time federal offices are closed	COHO will close the same number of hours early (e.g. 2 hour staggered early departure, COHO will close at 5:00 pm), or the “no later than” time if that comes first.
Immediate Departure – federal offices are closed	COHO is immediately closed