



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, January 6, 2014
CPM 2014-01

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: Katherine Archuleta
Director

Subject: Coping with Extremely Cold Weather

The U.S. Office of Personnel Management reminds Federal agencies of the workplace flexibilities available to employees, as an arctic air mass is projected to bring dangerously low temperatures and wind chill values into the Washington, DC, metropolitan area over the next few days. As we prepare to experience the coldest temperatures since 1994, agencies should be proactive in protecting the health and well-being of our employees and take all available steps to ensure they are protected during potentially dangerous frigid weather conditions.

During days with extremely cold temperatures, agencies are reminded of OPM's workplace flexibilities that may be used to reduce health risks, address family needs, and promote continuity of operations. With supervisory approval, a telework-ready employee may telework from home to avoid frigid weather conditions. Additionally, if permitted by agency policy, an employee working a flexible work schedule may choose to adjust arrival and departure times to avoid commuting during the coldest periods of the day. Employees also may request annual leave, earned compensatory time off, or credit hours on a day when extreme cold weather threatens the employee's health and welfare. The following links provide additional information on workplace flexibilities:

- Telework: www.telework.gov
- Work Scheduling: www.opm.gov/oca/worksch/index.asp
- Leave: www.opm.gov/oca/leave

Finally, various Federal health authorities and local governments provide information and advice on the best ways to cope with dangerously cold weather conditions to protect ourselves and our families. The following links to official Federal Government information dealing with cold weather risks may be helpful:

- www.bt.cdc.gov/disasters/winter/guide.asp - "Extreme Cold: A Prevention Guide to Promote Your Personal Health and Safety" and <http://emergency.cdc.gov/disasters/winter/> - "Winter Weather", on the website for Emergency Preparedness and Response, which is part of the Center for Disease Control and Prevention (CDC), Department of Health and Human Health Services.

- <http://www.nws.noaa.gov/om/winter/index.shtml> - on the website for National Weather Service (NWS), which is part of the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce.
- <http://www.weather.gov/lwx/> - forecast for the Washington/Baltimore area on the website for the National Weather Service. Forecasts for other areas may also be accessed from this site.
- https://www.osha.gov/as/opa/cold_weather_prep.html - on the website for the Occupational Safety and Health Administration (OSHA), Department of Labor.

Additional Information

Agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov. Employees should contact their agency human resources office for further information on this memo.

cc: Chief Human Capital Officers and Human Resources Directors