In the event that an office is closed or there is a delayed opening due to weather or road conditions, employees will be notified by TFS e-mail. The senior-level employee at each office is responsible for making the decision and sending out the e-mail notification.

On occasion, weather or road conditions may not result in the closure or delayed opening of an office, but may be such that individual employees are affected. When this occurs, it is the responsibility of the affected employee to contact and advise his/her supervisor of the conditions and expected arrival time. Should circumstances change, the employee should update his/her supervisor accordingly.