

# memorandum

DATE: December 20, 2002

REPLY TO:

ATTN OF: AD-442:Kent

SUBJECT: **HALF DAY CLOSURE ON DECEMBER 24, 2002**

TO: All ORO, OSTI, and YSO Employees

By Executive Order, President Bush has authorized all executive branch departments and agencies of the Federal government to close for the last half of the scheduled workday on Tuesday, December 24, 2002. Accordingly, Oak Ridge Operations will close at noon on this date. Employees will be excused from duty without charge to leave from the time of closure until the end of their work schedule. Those who had use or lose leave scheduled for this period should reschedule that leave or donate it under the Voluntary Leave Transfer Program in order to avoid losing the leave. Employees working under the Variable Week or part-time schedule are not entitled to alternate time off if Tuesday, December 24, is their regularly scheduled day off.

Questions regarding this authorization or leave administration in general should be directed to your Human Resources Specialist.

  
Patricia Howse-Smith, Director  
Human Resources Division