

# memorandum

DATE: September 5, 2003

REPLY TO

ATTN OF: AD-442:Blaylock

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR SEPTEMBER 4, 2003**

TO: All ORO Employees Located in the Federal Building, 1916 T-2 Complex, and the 2714 Buildings

Due to a power outage on September 4, 2003, management authorized administrative leave to Federal employees working in the Federal Building, 1916 T-2 Complex, and the 2714 Buildings. All full-time employees' time, regardless of whether they were scheduled for any type of leave, should be charged to Administrative Leave (Code 060) for the entire day. Time and attendance records for employees whose part time or Variable Work Schedule day off occurred yesterday should continue to reflect the regularly scheduled day off.

Questions regarding administrative leave should be directed to your timekeeper or to your Human Resources Specialist.



Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch

bcc:  
Kathy Braden