

Secretary Bodman has authorized a 3-hour early release for all DOE employees on Wednesday, November 26, 2008, and Friday, November 28, 2008, to facilitate employee participation in Thanksgiving Day activities. Therefore, Federal employees who are at work or working on authorized telework on these days may leave 3 hours before their normal departure time without charge to annual leave. Employees who have reported for work or are teleworking should be placed on excused absence/administrative leave for this period, while employees who are on scheduled leave will remain on leave. Employees who are designated as essential personnel may be required to remain on duty as directed by their Departmental element. Those essential employees will not be authorized a similar period of excused absence at a later date.

Questions regarding this announcement should be directed to your payroll liaison regarding reporting time and attendance or servicing Human Resources staff regarding the absence.