

## **Early Release for DOE Employees on December 24th and 31st**

Secretary Bodman has authorized a 3-hour early release for DOE Federal employees on Wednesday, December 24, 2008, and Wednesday, December 31, 2008, to facilitate employee participation in holiday activities. Therefore, DOE 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.

For questions about the effect that the extended holiday will have on an employee's work schedule or leave plans, employees should contact their servicing human resources staff. For questions regarding the reporting of time and attendance during this period, please contact the Payroll Help Desk at [payrollCSRhelpdesk@hq.doe.gov](mailto:payrollCSRhelpdesk@hq.doe.gov) or by calling 301-903-2500, Option 4 for Enterprise Application Support, then Option 4 for Payroll Support.