

## **Two-hour Early Release - December 31, 2007**

Secretary Bodman has authorized a two-hour early release for all DOE employees who will be working on Monday, December 31, 2007. Employees who are scheduled to work or telework on that day may depart up to two hours before their normal departure time without any charge to annual leave. Those employees who are working or teleworking immediately prior to their departure should be placed on excused absence/administrative leave for this period, while employees who are on scheduled leave will remain on leave. Employees designated as essential personnel may be required to remain on duty per their Departmental Element. Essential personnel who are required to remain on duty will not be authorized time off at a later date.

For questions regarding the impact of this announcement, employees should contact their servicing human resources office.