

memorandum

DATE: December 9, 1998

REPLY TO
ATTN OF: AD-442:Kent

SUBJECT: **FEDERAL BUILDING CLOSURE**

TO: All ORO Employees

On Tuesday, December 8, 1998, the Federal Building was closed due to a water main break. Employees who work in the Federal Building and who were regularly scheduled to work yesterday, regardless of leave which may have been approved otherwise, should be credited with administrative leave for the duration of their regular work schedule. Employees who were scheduled to earn credit time yesterday will need to reschedule that time. Administrative leave should only be credited for the duration of an employee's regular work schedule. Time and attendance reports for employees who reported to work yesterday should reflect the actual period of time worked and administrative leave for the remainder of their work schedule. Time and attendance reports for employees whose part time or Variable Week Schedule (VWS) day off occurred yesterday should continue to reflect the regularly scheduled day off. Employees working on a part time or VWS schedule are not entitled to an alternate day off when the office is closed on their regularly scheduled day off.

Any questions regarding excused absence and/or leave in specific situations should be directed to your Personnel Management Specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch