



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, April 15, 2002

CPM 2002-03

**MEMORANDUM FOR: Heads Of Executive Departments And Agencies**

**FROM:** Donald J. Windstead  
Acting Associate Director for Workforce Compensation and Performance

**Subject:** Meeting of the World Bank and International Monetary Fund

The World Bank and the International Monetary Fund have scheduled meetings for the weekend of April 20-21, 2002, in Washington, DC, and a number of demonstrations have been planned in connection with these meetings. Some of these events also may occur on the Friday before and/or the Monday after the scheduled meetings. We do not anticipate any special leave conditions for Federal employees. The United States Government will remain open as usual during this period.

Because of possible traffic congestion in the downtown Washington, DC, area, I urge you to advise employees to use public transportation and allow extra time for travel on Friday, April 19, and Monday, April 22. Employees who wish to stay home should request leave by following normal procedures. Please encourage supervisors to approve requests for leave on these days. Employees on alternative work schedules (AWS) may wish to schedule their AWS day off or use credit hours (if available). With supervisory approval under a written telecommuting agreement, employees may work at home or at a telecenter on these days.

Federal and local law enforcement officials may determine that designated areas of downtown Washington, DC, will have restricted access. This decision will be made later this week based on the recommendations of law enforcement officials. Any changes affecting Federal employees and agencies will be announced by local media and on OPM's web site at [www.opm.gov](http://www.opm.gov).

Employees should be encouraged to monitor local news media for announcements on street closures for both vehicular and pedestrian traffic, closures or disruptions to public transportation, building closures, or any other possible changes in operating status. I also encourage agencies to use communications tools they have in place, such as hotlines, to inform employees of any relevant, agency-specific issues.

I trust you will use all of the management tools available to accommodate employees and continue to provide service. If you have any questions about leave entitlements or alternative work schedules, please ask your staff to contact our Pay and Leave Administration Division by calling (202) 606-2858 or sending an email message to [payleave@opm.gov](mailto:payleave@opm.gov).