



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Tuesday, April 11, 2000  
CPM 2000-3

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

FROM: Janice R. Lachance Director

Subject: Meeting of the World Bank and International Monetary Fund through  
April 17, 2000

We have received many questions from agencies about whether any special leave conditions will be announced through April 17, 2000, when the World Bank and International Monetary Fund hold meetings in Washington, DC, and whether the Federal Government will be open during this period. There will be no special leave conditions, and 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 your employees to use public transportation and allow extra time for travel during this period, especially Monday, April 17. Employees who wish to stay home should request leave by following normal procedures. Please encourage supervisors to approve these requests for Monday, April 17. Employees on alternative work schedules (AWS) may wish to schedule their AWS day off or use credit hours (if available) on that day. With supervisory approval under a written telecommuting agreement, you may also allow employees to work at home or at a telecenter during this period.

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 during this period. I also encourage agencies to use communications tools they have in place, such as hotlines, to inform their 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 have your staffs 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).

cc: Directors of Personnel

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