



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Wednesday, April 21, 2004

CPM 2004-09

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: KAY COLES JAMES
Director

Subject: Meetings of the World Bank and International Monetary Fund

The World Bank and the International Monetary Fund have scheduled meetings for the weekend of April 24 - 25, 2004, in Washington, DC. A number of demonstrations and rallies are planned for April 21 - 25, 2004, in connection with these 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 the days preceding the meetings, especially Friday, April 23. Employees who wish to stay home should request leave by following normal procedures. While not announcing unscheduled leave policy, we do 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) during this time. With supervisory approval under a written or oral telework 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 at a later date 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 Website at 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.

For additional guidance, agency Chief Human Capital Officers and Human Resources Directors may contact their assigned OPM Human Capital Officers. Employees should contact their agency human resources offices for assistance.