



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, October 6, 2000  
CPM 2000-11

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

FROM: Janice R. Lachance Director

Subject: Pay and Leave Guidance for October 16, 2000

We have received questions from agencies about whether any special leave conditions will be in effect on October 16, 2000, for the "Million Family March" to be held in Washington, DC, and whether the Federal Government will be open on October 16. 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 on Monday, October 16. Employees who wish to attend the "Million Family March" or stay home should request leave by following normal procedures. 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.

Please encourage employees 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