



Office of the
Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

January 14, 2005

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: KAY COLES JAMES,
DIRECTOR

SUBJECT: Status of Agency Leave and Dismissal Policy, Wednesday, January 19,
2005

As you know, a number of streets in and around the White House Ellipse will be closed during the day on Wednesday, January 19, 2005, to accommodate the Presidential Inaugural "Celebration of Freedom" event. The Office of Personnel Management's (OPM's) memorandum of January 11, 2004, advised agencies to encourage employees to use the work scheduling flexibilities available to them to take time off from work and avoid the anticipated major traffic congestion in the downtown Washington, D.C., area.

In addition, we reminded agencies of their complete authority and discretion to utilize existing flexibilities, including granting excused absence for their employees. Due to the fact that we are a Nation at war, and that not all Federal agencies are located in the security corridors and street closure zones specified by law enforcement agencies, a single Government-wide operating policy option is not advisable at this time.

However, it is important that OPM is aware of your agency's leave or dismissal policy for January 19, 2005. OPM's Human Capital Officers will be contacting your Chief Human Capital Officer or other staff to obtain this information. **We appreciate your expeditious cooperation in this regard as it is important that we hear from each agency by 10:00 a.m. on Tuesday, January 18.**

cc: Chief Human Capital Officers
Human Resources Directors

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