

From: **Broadcast, DOC** <[broadcast@doc.gov](mailto:broadcast@doc.gov)>  
Date: Mon, Sep 14, 2015 at 3:04 PM  
Subject: HCHB Operating Status September 22 through September 24  
To:

Distribution: All DOC Employees in the Washington, DC Metropolitan Area (Except USPTO)

Pope Francis will visit Washington D.C. from September 22 through September 24; the following guidance is provided for employees stationed at the Herbert C. Hoover Building (HCHB).

#### Operating Status for September 22 and September 24

The HCHB will be open on Tuesday, September 22 and Thursday September 24. However, to help alleviate traffic congestion and minimize distractions to law enforcement and security officials, supervisors are urged to permit employees to use workplace flexibility options such as telework for telework-ready employees, and using their flexible work schedule day off or rearranging their work hours under a flexible work schedule, consistent with the policies and procedures of their bureau/operating unit or the terms of an applicable collective bargaining agreement.

#### Operating Status for September 23

**The HCHB will be closed on Wednesday, September 23**, due to the security impact on the building. The Department's Telework Policy is activated for employees stationed at the HCHB on the 23<sup>rd</sup>. The only exception is for a limited number of essential security, facilities management, and IT personnel who will be required to be physically in the building. These employees have been notified by their supervisor of this requirement.

Supervisors are urged to permit employees to use workplace flexibility options, including using their flexible work schedule day off, consistent with the policies and procedures of their bureau/operating unit or the terms of an applicable collective bargaining agreement.

The below guidance applies to employees of the HCHB for Wednesday, September 23, 2015:

#### Telework Ready Employees (employee has a signed and approved telework agreement):

- On Telework Plan A:

Employee is not required to work based on their individual telework agreement, and is granted administrative leave for the number of hours they are scheduled to work on Wednesday, September 23, 2015, unless they are:

- On pre-approved personal leave;
- On official travel outside of the Washington, DC area;

- On leave without pay (LWOP); or
  - On an alternative work schedule (AWS) day off.
- On Telework Plan B:

Employee is required to telework in accordance with their individual telework agreement, or charge the time to personal paid leave (annual, sick, compensatory time off, credit hours, etc.), unless Wednesday, September 23, 2015, is a regular non-duty day, or the employee obtained supervisory approval for administrative leave due to unforeseen circumstances.

Non-Telework Ready Employees:

- Are granted administrative leave for the number of hours they are scheduled to work on Wednesday, September 23, 2015, unless they are:
  - On pre-approved personal leave;
  - On official travel outside of the Washington, DC area;
  - On leave without pay (LWOP); or
  - On an alternative work schedule (AWS) day off.

WebTA recording for Wednesday, September 23, 2015:

- Employees who received administrative leave are to record that time as “Administrative Leave.”
- Employees who teleworked should record their time as “Telework Home.”
- Employees who were supposed to telework and did not, should record the appropriate number of hours in a personal leave category (annual, sick, compensatory time off, credit hours, etc.) unless they have obtained supervisory approval for administrative leave due to unforeseen circumstances.
- Employees on pre-approved personal leave (annual, sick, compensatory time off, credit hours, etc.) who otherwise would have been required to telework, remain on their approved personal leave and record the number of hours and personal leave appropriately for that leave.

- Employees on pre-approved personal leave (annual, sick, compensatory time off, credit hours, etc.) who would not have been required to telework, remain on their approved personal leave and record the number of hours and personal leave appropriately for that leave.

Questions regarding these guidelines should be directed to your servicing human resources office.

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