



**United States
Fish & Wildlife Service**

Memorandum

DO NOT REPLY TO THIS ADDRESS - SEE MESSAGE FOR CONTACT INFO!

Date

09/01/2004

From

AD - Budg, Planning & Hum Res

Subject

Early Dismissal on Friday, September 3, 2004

The Director has authorized, subject to supervisory approval and operational needs, a 2-hour early dismissal at the end of the workday on Friday, September 3, 2004. This early dismissal applies only to employees who are present for work on September 3; other employees will not receive any in lieu of time off. Those employees who are on previously approved absence (e.g., annual leave, sick leave, lwop, credit hours, or comp time) will be charged the appropriate category of leave/absence for the amount requested and approved for that day. An employee who is present for work on that day but requests approval for leave and departs before the early dismissal will be charged leave for the remainder of the scheduled workday beginning with the time of departure, minus the 2-hours for the early dismissal.

For time and attendance reporting, this 2-hour early dismissal will be recorded as excused absence (administrative leave), code 060.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.