

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

In Reply Refer To:  
1400-630 (HR-220)P

November 20, 1998

EMS TRANSMISSION  
Information Bulletin No. HR-99-026

To: All BC, HR, NI, RS, NPIT, and WO Field BIA Liaison Office Employees

From: Director, National Human Resources Management Center

Subject: Early Dismissal for Thanksgiving

The Secretary has issued a memorandum allowing Department of Interior employees to leave three (3) hours early on Wednesday, November 25, 1998. This three-hour period will be considered an excused absence (administrative leave) and is subject to mission and workload requirements. Supervisors should exercise discretion in requiring critical staff to work regular shifts as necessary.

Time and attendance for pay period 25 should be processed as follows:

1. All excused absence hours for the early dismissal should be coded as "060-Excused Absence."
2. Employees who are already scheduled to be on leave during this period must have their leave, whether annual leave, sick leave, credit hours, compensatory time, etc., converted to and recorded as excused absence. There should be no charge to leave or loss of pay during this period. If the scheduled leave was "use or lose" leave, employees should be allowed to reschedule to avoid leave forfeiture.
3. Supervisors should allow employees to leave early per the Secretary's memorandum; however, employees who cannot be excused because of mission requirements are not entitled to premium pay if the hours of work fall within the regular tour of duty. Employees working irregular shifts should also be excused three (3) hours prior to the end of their tour of duty on November 26, 1998 to the extent practical. If an employee cannot be released because of a work exigency, the supervisor should reschedule the three (3) hours of excused absence at a mutually convenient time.

If other issues related to this matter arise, you will be further advised. Any questions may be directed to Patty Elliott at (303) 236-6667.

Signed  
Linda D. Sedbrook  
Director, NHRMC

Authenticated  
Patty Elliott  
Employee Relations Specialist

Distribution  
RS-150, Library  
NI-100, Central File  
HR-200