



United States Fish & Wildlife Service

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Memorandum

12/18/2003

From AD - Budg, Planning & Hum Res
Title Early Dismissal on December 24, 2003

The Director has authorized, subject to supervisory approval and operational needs, a 2-hour early dismissal at the end of the workday on December 24, 2003. This early dismissal only applies to employees who are present for work on December 24; other employees will not receive any in lieu of time off, including employees who will observe the December 26 holiday on December 24. Those employees who are on previously approved absence (e.g., annual leave, sick leave, leave without pay, 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.

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.