



## United States Fish & Wildlife Service

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

### Memorandum

11/24/2003

**From** AD - Budg, Planning & Hum Res  
**Title** Early Dismissal - Thanksgiving

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The Director has authorized, subject to your supervisor's approval and operational needs, a 2-hour early dismissal at the end of the workday on Wednesday, November 26, 2003. This early dismissal only applies to you if you are present for work on November 26; other employees will not receive any in-lieu-of time off. If you are on previously approved absence (e.g., annual leave, sick leave, lwoop, credit hours, or comp time), you will be charged the appropriate category of leave/absence for the amount requested and approved for that day. If you are present for work on that day but you request approval for leave and depart before the early dismissal, you 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.

Because it is anticipated that passback from OMB will come in on Tuesday, November 25, and the Service's appeals are due to the Department by COB on Friday, November 28, employees responsible for budget formulation and appeals of the OMB passback may not be allowed early dismissal, depending on the Director's appeal items.

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*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.*