



September 4, 2008

Washington, D.C. 20530

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM: Lee J. Lofthus  
Assistant Attorney General  
for Administration

SUBJECT: Hurricane Gustav and the Use of Administrative Leave

With the recent landfall of Hurricane Gustav, many Federal employees in the Gulf Coast region are facing personal emergencies. The Office of Personnel Management (OPM) issued a memorandum addressing the various human resources (HR) flexibilities that are available to assist Federal agencies and their employees affected by emergency situations. A copy of OPM's memorandum is available at <http://www.opm.gov/oca/compmemo/2008/2008-09.asp>.

The Department is deeply concerned about the health and safety of our employees and their families due to the detrimental affect of this hurricane, and the possibility for further tropical storms developing with the potential of landfall at hurricane strength on the United States' coastline.

Retroactive to August 29, 2008, through December 31, 2008, I am delegating to Heads of Department Components the authority to grant administrative leave as necessary. Components must submit a report on the usage of administrative leave to Rachel Villare, HR Policy, by electronic mail at [Rachel.Villare@usdoj.gov](mailto:Rachel.Villare@usdoj.gov) no later than Friday, January 16, 2009. The report should contain the name of the employee, the social security number, the duty station, and the amount of administrative leave granted.

If your staff has questions, they may contact Rod Markham, Director, Human Resources, on (202) 514-6788, or by electronic mail at [Rodney.Markham@usdoj.gov](mailto:Rodney.Markham@usdoj.gov).