

SAMPLE
MEMORANDUM

TO: [EMPLOYEE'S NAME AND OFFICE]

FROM: [NAME]
Executive Director

RE: Commission Operations After _____

In the absence of an approved appropriation, the Commission is not permitted to obligate funds for Commission activities except in certain special circumstances, including, for example, the orderly termination of the agency's functions, the preservation of life and property, such as the money and banking systems of the United States, or as otherwise authorized by law.

You have been designed by the Executive Director as an employee necessary to the preservation of "life or property" or to the orderly phasedown of the Commission's business. You are therefore directed to continue to report to work until further notification, to perform those activities as instructed by your Office Head. This direction may change depending on the status of the duties to which you are assigned.

For your information, you will continue to accrue annual, sick and other leave entitlements while performing phasedown functions or expected activities during this period of lapsed appropriation. In addition, you will be entitled to compensation for your services, although payment of such compensation may be delayed.

[NAME] in the Office of the Executive Director (phone [-], [NAME] of the Office of the General Counsel (phone [-], or [NAME], Director, Office of Personnel (phone [-], will be happy to answer any questions you may have about your status or rights.