Date: March 24, 2020  
Subject: OCC COVID-19 Operating Status, Telework, and Leave

I want to commend everyone for teleworking whenever possible. Approximately 85 percent to 90 percent of all agency employees are teleworking or on leave, and we continue to conduct the regular business of the agency and respond to the COVID-19 situation. Agency employees are encouraged to continue teleworking to the maximum extent possible through April 10 (end of pay period 7). We will re-evaluate our telework posture prior to April 10 and share that information with everyone as soon as we have made the relevant decisions. Social distancing remains an important part of the national strategy to slow the spread of COVID-19.

The Executive Committee appreciates everyone’s resilience and flexibility that help us ensure the agency continues to operate successfully, during this challenging period. The industry we oversee has been designated a Critical Infrastructure Sector by the Department of Homeland Security, making it even more important for our agency to maintain its operational capabilities to ensure the federal banking system operates in a safe, sound, and fair manner throughout this national emergency. The work you do is critical for supporting the financial system and economy during these trying times—thank you. Please keep in mind the agency and all of its offices remain open for business, even in those cases where 100 percent of an office staff are teleworking.

While we maximize our use of telework there will be limited cases, where employees are unable to telework or may not have enough portable work for full-time telework. The following examples are intended to help supervisors and employees manage those unique situations:

- In rare circumstances, employees may not have enough work to telework on a full-time basis and cannot come into work, for various reasons. In those individual circumstances, employees should telework to the extent possible, and use that time to complete mandatory and optional online training or other alternative work during the period when ordinary work is not available. When regular and alternative work options are unavailable, employees should use credit hours, compensatory time, and compensatory time for travel to account for time they are not working. When those options have been exhausted, supervisors may grant up to 20 hours of administrative leave (weather and safety) per pay period during the period we are encouraging maximum use of telework.

- We also understand some employees who telework and have enough portable work may be unable to perform that work because of other extenuating circumstances (i.e., lapse in childcare because of school or daycare closures, providing other family care to minimize exposure or spread of COVID-19, etc.). If temporary flexibilities such as telework, flexible hours, and use of make-up time are insufficient to manage an employee’s individual situation, employees and managers have several options. The employee could use previously recorded compensatory time, compensatory time for travel, or credit hours. If these options have been exhausted in these circumstances, supervisors may grant up to 20 hours of administrative leave (weather and safety) per pay period during the period we are encouraging maximum use of telework.

Supervisors and employees with specific questions about unique individual circumstances should contact Human Capital for additional guidance. If you have questions regarding human resources flexibilities, please discuss it with your manager or contact Human Capital via GetHelp under the “Leave, Telework, & Work Schedule” topic.