

**Date:** Tuesday, March 17, 2020 at 7:30 PM

**Subject:** Admin Leave and Mandatory Telework Extension

Colleagues,

Thank you for your hard work as all of us continue to navigate the challenges of the COVID-19 pandemic.

I know that many of you are making tough adjustments to balance work effectiveness with caring for others. I truly recognize how difficult this is and I appreciate your efforts on behalf of American consumers.

As we work diligently in our professional lives, we are also fulfilling other vital roles in our personal lives. From checking in on elderly neighbors and friends, to taking care of children and family members, we are all adapting to this evolving situation.

With that, we are also adapting as a Bureau. Let me assure you that I, and your managers and other representatives, are closely monitoring this situation each day and making the best decisions we can to promote your well-being. Our decisions and policies will continue to adjust as the circumstances change and based on recommendations from public health officials.

As such, it is critically important to maintain your lines of communication with your managers about challenges you are personally facing in meeting your work obligations and questions that you have. Our Operations team is coordinating across the divisions to ensure your questions are answered to the best of our ability based on the best information at the time.

I want to take a moment to recognize the great work of the Operations Division leadership, the emergency preparedness working group, the leadership of each Division, and the divisional working group representatives. They are following my direction to ensure we are in close communication and maintaining our efforts to support you, first and foremost, and deliver for the mission. After two business days of telework myself, I applaud the T&I capabilities that made all of my communications and connectivity work seamlessly. I have heard similar feedback from many of you – thank you for recognizing those who are supporting all of us through an unprecedented period.

At this point, you are probably looking for the policy announcement, so here it is.

To best promote your well-being and the health and safety of others, I am extending the current mandatory telework policy and authorizing the use of administrative leave in certain situations as outlined below.

**Starting Wednesday, March 18, the mandatory telework policy I first implemented for HQ and New York Regional Office staff will apply to all CFPB employees, regardless of work location. I am also extending the timeframe for mandatory telework through Friday, April 3.**

Supervisory activities and other essential functions involving financial institutions will continue, with the modifications mentioned previously. OSE examination activity of CFPB supervised institutions will continue to be conducted off-site, from examiners' home duty stations. However, this will now be through Friday, April 3 instead of March 27. Official travel is generally not permitted through April 3.

**Effective immediately, I am authorizing employees to utilize up to 20 hours of administrative leave per pay period (through April 3) if you are prevented from teleworking/working from a home duty station due to:**

- School or daycare closures resulting in a lapse in childcare, which requires you to provide care.
- Other reasons you identify related to COVID-19 such as providing care for another family member in order to help prevent exposure/spread of COVID 19, taking any required sanitation measures, etc.

Additional guidance on how to document requests for administrative leave for time and attendance purposes is forthcoming.

Thank you for your commitment to our important mission. Thank you for your continued patience, judgment, and calm in facing a challenging time for our nation and the world. Your health and safety continues to be my top priority. I hope that you, your families, and your loved ones are doing well. Please take care.

Kathleen L. Kraninger

Director