



**U.S. Department of Housing and Urban Development**

**January 22, 2018**

*Furlough Information Packet*

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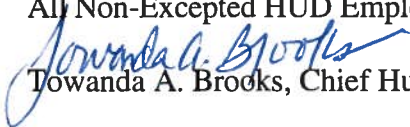
**Letter to Creditors**



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-3000

CHIEF HUMAN CAPITAL OFFICER

January 22, 2018

MEMORANDUM FOR: All Non-Excepted HUD Employees  
FROM:   
Towanda A. Brooks, Chief Human Capital Officer, A  
SUBJECT: Furlough Decision Notice Due to Lapse of Appropriations

In the absence of Fiscal Year (FY) 2018 appropriations, no further financial obligations may be incurred by HUD, except for those related to the orderly suspension of HUD's operations or the performance of excepted activities as defined by the Office of Management and Budget. This action is as a result of a sudden emergency requiring curtailment of the Agency's activities. No advance notification was possible.

You are being placed in a furlough status effective immediately, and HUD offices are officially closing at 1:30 p.m. today. This furlough is not expected to exceed 30 days. During the furlough period, you will be in a nonpay, nonduty status. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is hereby cancelled.

Please take immediate action to:

1. Close out scheduled activities (for example, cancel meetings, trainings, and travel).
2. Change your voice and email status prior to leaving the building. Scripts for your out-of-office messages on voice mail and email will be provided.
3. If you have not done so already, validate your time for pay period 1 (January 7 through January 20, 2018) in WebTA.

You should listen to public broadcasts and media to ascertain when the Federal Government will reopen. When you hear that an FY 2018 Appropriation has been approved, you will be expected to return to work on the next day. You may also call the HUD Emergency Information Hotline 1-866-INFO HUD, 1-866-463-6483, or 202-708-1960 in the District of Columbia metropolitan area for information to learn if HUD has reopened. OPM also maintains a website ([www.opm.gov/status](http://www.opm.gov/status)) and smartphone app showing the operating status of the Federal Government. These are expected to be operational during the furlough. Additionally, OPM has issued guidance on the shutdown furlough process which can be accessed at: <http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/>.

During the furlough, you are not permitted to serve as an unpaid volunteer on HUD activities and must remain away from your work place until the Federal Government re-opens or you are recalled to work on an excepted activity. The only persons within your HUD organization who may recall you to work on an excepted activity are the Assistant Secretaries, General Deputy Assistant Secretaries, or functional equivalents. You may only work on an excepted activity if you have a specific written authorization from an Assistant Secretary, General Deputy Assistant Secretary, or functional equivalent. You will be compensated for this work time on authorized excepted activities when appropriations are enacted. You are prohibited from using HUD provided devices (such as laptops, iPhones, iPads, cell phones) during the furlough. You are also prohibited from using remote access to HUD email, HUDmobile, HUD business systems, or other HUD provided electronic capabilities.

Employees who have completed a probationary or trial period or 1 year of current continuous employment in the competitive service under other than a temporary appointment may appeal this action to the Merit Systems Protection Board (MSPB). Employees in the excepted service who have veterans preference may appeal to the MSPB if they have completed 1 year of current continuous service in the same or similar positions as the one they now hold. Employees in the excepted service who do not have Veterans preference and are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service may appeal to the MSPB, if they have completed 2 years of current continuous service in the same or similar positions in an Executive agency under other than a temporary appointment limited to 2 years or less. Career SES appointees (except re-employed annuitants) who believe the requirements of 5 CFR part 359, subpart H, or the agency's procedures have not been correctly applied may also appeal to the MSPB. Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing.

You have the right to obtain review of this adverse action through one or more of the avenues stated below. You may only choose to pursue one of these avenues of review, and you must be eligible for the selected avenue of review. Any election is deemed to have been made based on which of the actions is filed first. If you elect to challenge this adverse action, it is important that you make an informed choice among the available options, as electing an option will foreclose your ability to select a different option at a later point. Therefore, if you wish to challenge this adverse action, please read the information carefully and select **only one** of the avenues below, as applicable:

1. If you have completed a probationary or trial period or one year of current continuous employment in the competitive service under other than a temporary appointment you may appeal this action to the Merit Systems Protection Board (MSPB). If you are a preference eligible employee in an excepted service appointment, you may appeal to the MSPB if you have completed 1 year of current continuous service in the same position or positions similar to the one you now hold. Employees in the excepted service, who do not have Veterans preference and who are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service, may appeal to the MSPB if they have completed 2 years of current continuous service in the same or similar positions in an Executive agency under other than a temporary appointment limited to

2 years or less. You have the right to be represented in this matter by an attorney or other person you may choose.

If you have the right of appeal and wish to appeal this action to the MSPB, your petition for appeal **must** be filed during the period beginning with the day after the effective date of the adverse action and ending not later than 30 calendar days after the effective date, or 30 days after the date of receipt of the decision, whichever is later. Failure to file a timely appeal could result in dismissal of your appeal absent good cause. You may obtain a copy of the appeals form and a copy of the Board's regulations from the MSPB website at <http://www.mspb.gov>. If you decide to appeal to the MSPB, you may file your appeal by mail, by facsimile, by commercial overnight delivery, or personal delivery to the Chief Administrative Judge, Merit Systems Protection Board. Your appeal must be filed with the MSPB regional or field office serving the area of your duty station when the action was taken. Information about MSPB locations and procedures may be found at <https://e-appeal.mspb.gov/faq.aspx>. You must submit an original and one copy of the appeal. In accordance with 5 C.F.R. 1201.24(a)(7), you must also submit a copy of (1) the agency decision being appealed, and (2) if available, the SF-50 or similar notice of the personnel action. No other attachments should be included with the appeal as the agency will be responsible for submitting certain documents and there will be several opportunities to submit evidence and argument after the appeal is filed. You are advised not to miss this deadline for filing merely because you do not currently have all of these documents in your possession. As an alternative to filing a paper appeal, you may file an appeal electronically by using e-Appeal, the MSPB's Internet filing procedure, at <http://e-appeal.mspb.gov>.

If an appeal is filed with the MSPB, the Acknowledgment Order and a copy of the appeal should be sent by the MSPB preferably to the following official's email address:

Anthony Cummings  
Assistant General Counsel, Personnel Law Division  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> St., SW  
Room 2124  
Washington DC 20410  
[mspbappealcdpld@hud.gov](mailto:mspbappealcdpld@hud.gov)  
(202) 402-2024 (phone)  
(202) 401-7400 (fax)

2. In addition to the other appeal options, if you are a bargaining unit employee, you are covered by a negotiated grievance procedure and you have the option to file a grievance or request the Union to invoke arbitration as provided by the practices and provisions of the applicable labor management agreement. To obtain information on filing a grievance under the negotiated grievance procedure, contact your local union steward.

If you believe you have been subjected to prohibited discrimination in connection with this adverse action, that claim may be included in the arbitration case. Furthermore, if the arbitration case includes such a claim of prohibited discrimination, you will be able to request MSPB review of the final grievance decision (i.e., arbitration award) by the



MSPB, following the provisions of 5 C.F.R. 1201.151-155. Such a request for review must be filed with the MSPB within 35 days after the date of issuance of the decision, or if you show the MSPB that you received the decision more than 5 days after the date of issuance, within 30 days after the date you receive the decision. The MSPB will review only those claims of discrimination that were raised in the negotiated grievance procedure (i.e., in arbitration). See 5 C.F.R. 1201.155(c). Consequently, the Union must include any claims of prohibited discrimination in the arbitration case for you to be able to request subsequent MSPB review of such claims.

3. If you believe that unlawful discrimination has occurred in this process or the decision to furlough you, you may include this allegation when appealing to the MSPB or you may initiate a discrimination complaint by seeking pre-complaint counseling with a HUD EEO Counselor. In order to pursue this matter through the discrimination complaints process, you must contact an HUD EEO Counselor within 45 days of the effective date of this adverse action. A HUD EEO Counselor may be contacted through the HUD Office of Departmental Equal Employment Opportunity (ODEEO) by telephone at (202) 708-3362 or in writing to:

Department of Housing and Urban Development  
John Benison, Director  
451 7<sup>th</sup> Street, S.W., Room 2102  
Washington, DC 20410

If you elect to pursue this matter through the discrimination complaints process, it will be deemed a "mixed case complaint," and upon acceptance of your formal complaint of discrimination, you will be advised of the mixed case processing procedures.

4. Finally, if you believe this adverse action is being taken against you in reprisal for acts covered under the Whistleblower Protection Enhancement Act, you may either include this allegation as an affirmative defense in an appeal of the adverse action to the MSPB, file a grievance if you are a bargaining unit employee, or you may seek corrective action by filing a complaint with the Office of Special Counsel (OSC) (see [www.osc.gov](http://www.osc.gov)).

If you choose to file a complaint with OSC, and if OSC does not take corrective action, you may then file an Individual Right of Action (IRA) appeal with the MSPB. In an IRA appeal, the only issue before the MSPB are those listed in 5 U.S.C. § 1221(e), i.e., whether the appellant has demonstrated that a protected disclosure or protected activity was a contributing factor in one or more covered personnel actions and, if so, whether the agency has demonstrated by clear and convincing evidence that it would have taken the same personnel action(s) in the absence of the protected disclosure(s). Other than raising an affirmative defense of reprisal for whistleblowing activities, other affirmative defenses, such as claims of discrimination or harmful procedural error, may not be raised. In an IRA appeal that concerns an adverse action under 5 U.S.C. § 7512, the agency need not prove its charges, nexus, or the reasonableness of the penalty.

Your election of one of these avenues of review will be considered final on the date any appeal, grievance, or complaint is filed. In addition, filing a grievance

(arbitration), pursuing a discrimination complaint, or seeking corrective action with the OSC, will not extend the time limit for filing an appeal with the MSPB, with the exception of an IRA appeal and an appeal of a grievance decision as described in the preceding paragraphs.

Thank you for your adherence to these rules and your patience in this matter.

## HUD Employee Checklist for Government Shutdown

Please complete each step listed below to complete the required shutdown activities.

- Read your Furlough Notice and the instructions contained in this packet.
- Close out any currently scheduled activities for the foreseeable future for example; cancel meetings, trainings, and travel.
- Change your voicemail and email status prior to leaving the building to indicate that the government has shut down and you are not at work. Instructions on how to change your voicemail and email out-of-office messages, including a sample script and sample text, are included in this packet.
- If you are at a HUD office, take reasonable steps to secure your office files and equipment.
- Check with your supervisor to see if there are any other shutdown activities you may need to complete.
- Validate your time for pay period 1 in WebTA (January 7 through January 20, 2018). Please keep in mind that if you are a non-excepted employee, you are required to complete shutdown activities in not more than four hours. Do not document this time in WebTA. Pay, Benefits, and Retirement Division, Time and Leave Administration Branch will handle all time and attendance from January 22, 2018, forward.
- **Supervisor Only:** Ensure outgoing messages on all general office voicemail and email boxes are updated to reflect the government shutdown.
- **Supervisor Only:** Ensure all general office files and equipment are secured.



### Instructions for Setting Out-of-Office Voicemail Message

Please note that this information only applies to employees who work at headquarters in the Weaver Building, Potomac Center, L'Enfant Plaza, Washington Office Center, and Capital View. Separate instructions on how to set up voicemail in field offices and Portals will be provided by those specific offices.

1. If you are calling from the Weaver Building, press the "messages" button on your phone. If you're calling from outside the Weaver Building, dial (202) 402-2990.
2. You will be asked to enter your four digit extension number followed by the pound (#) sign.
3. You will then be prompted to enter your voicemail password followed by the pound (#) sign.
4. Please note that you can press \* for help at any time while in the voicemail system.
5. Next press 3 in order to "Administer Personal Greetings."
6. Next press 1 to "Create, Change, or Delete a Greeting."
7. You'll be asked to select a Greeting Number for the new message you are about to create.
8. Next begin recording your greeting. Press 1 to end the recording. Please use this script when recording your out-of-office voicemail:

"Hello, you've reached the voicemail of [NAME] at the Department of Housing and Urban Development.

The Federal government's spending authority expired at midnight, Friday, January 19, 2018. Therefore, most HUD programs have been temporarily interrupted and most HUD employees have been told they cannot work.

I will not be able to check this voicemail box during the shutdown. Please feel free to leave me a message or contact me once the Federal government reopens.

INSERT ANY OFFICE SPECIFIC LANGUAGE AS NEEDED

We regret any inconvenience the government shutdown may cause. Thank you."

9. Press 1 to end the recording and then press the pound sign (#) to approve the recording.
10. Press 1 to "Use This Greeting For All Calls."
11. You have successfully changed your voicemail message and may now hang up.

Field Office Instructions for Setting Up your Personal Voicemail Message

Please record the following greeting on your voicemail message prior to concluding your orderly shutdown activities. This message can be recorded in the office or remotely as needed.

**“Hello, you've reached the voicemail of [NAME] at the Department of Housing and Urban Development.**

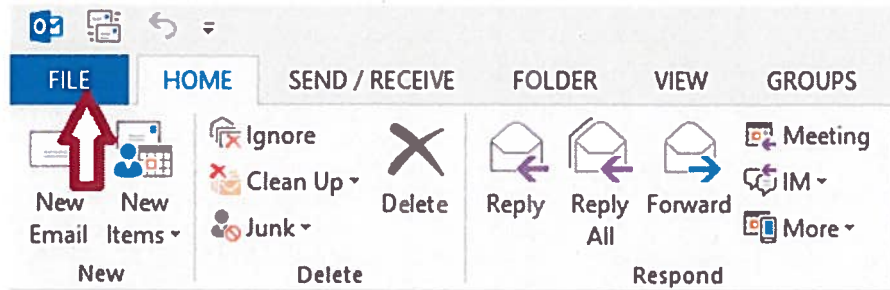
**The Federal government's spending authority expired at midnight, Friday, January 19, 2018. Therefore, most HUD programs have been temporarily interrupted and most HUD employees have been told they cannot work.**

**I will not be able to check this voicemail box during the shutdown. Please feel free to leave me a message or contact me once the Federal government reopens.**

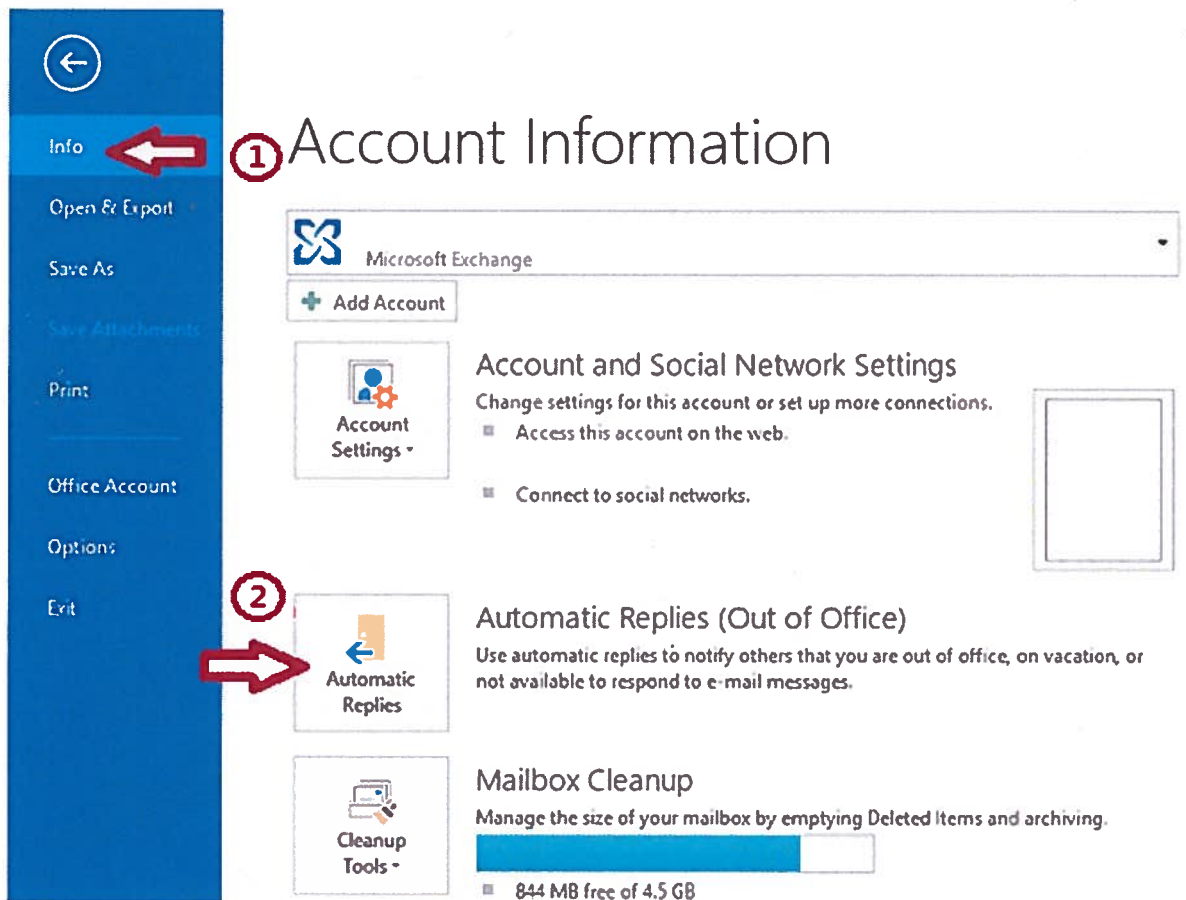
**We regret any inconvenience the government shutdown may cause. Thank you.”**

This recording should be made for all calls. If you have questions about how to access your voicemail or need assistance, please contact your local Administration point of contact for assistance.

1. Click the **File** tab, and then click the **Info** tab in the menu.



2. Click **Automatic Replies (Out of Office)**.



In the **Automatic Replies** dialog box, select the **Send Automatic Replies** check box.

3. In the **Inside my organization** tab, copy and paste the message from above text. Do the same for the **Outside my organization** tab.

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Mon 1/22/2018 10:00 AM

End time: [ ] [ ]

Automatically reply once for each sender with the following messages:

Inside My Organization  Outside My Organization (On)

Calibri 11

**B** *I* U A [ ] [ ] [ ] [ ]

Thank you for writing.

As you know, the Federal Government's spending authority expired on midnight on Friday, January 19, 2018. Therefore, most HUD programs have been temporarily interrupted and most HUD employees have been told they cannot work.

I will not be able to check this e-mail account during the shutdown. INSERT ANY OFFICE SPECIFIC LANGUAGE AS NEEDED. I look forward to responding to your message when I return to work. We regret any inconvenience the government shutdown may cause. Thank you.

Rules... OK Cancel

4. Click **OK**.

## Shutdown FAQs for HUD Employees

### **1. What is a shutdown furlough and why is a shutdown furlough necessary?**

In the event that funds are not available through an appropriations law or continuing resolution, a “shutdown” furlough occurs. A shutdown furlough is necessary when an agency no longer has the necessary funds to operate and must shut down those activities that are not excepted pursuant to the Antideficiency Act.

### **2. Does HUD have an agency shutdown plan?**

Yes. Like all federal agencies, HUD has a plan in the event that there is a lapse in appropriations, often referred to as a government shutdown. The plan is publicly available document and is posted on HUD’s website:

<http://portal.hud.gov/hudportal/documents/huddoc?id=hudcontingencyplanfinal.pdf>.

### **3. What is in HUD’s shutdown plan?**

HUD’s plan explains how a government shutdown will affect the agency’s operations and how it will impact employees. As for the agency’s operations, most of the agency’s functions would cease unless they are legally excepted activities. Please see HUD’s Contingency Plan for specific programmatic information about the effect of the shutdown.

### **4. How will the implementation of HUD’s shutdown plan affect me?**

If there is a shutdown, there will be two categories of employees excepted and non-excepted. The vast majority of HUD employees are non-excepted, meaning that they are prohibited from working during a shutdown. A very small number of employees are considered excepted.

### **5. How did HUD determine which employees are excepted?**

In determining whether an employee is classified as excepted, the agency follows strict OMB guidance. For an employee to be excepted, he or she must fall into one of the following five categories: (1) Employees who are necessary to address emergency situations where the failure to perform those functions would result in an imminent threat to the safety of human life or the protection of property; (2) Employees who perform functions that are funded through fees or under multi-year (as opposed to annual) appropriations; (3) Employees who perform functions that are related to express authorizations to contract or borrow an appropriation; (4) Employees necessary to meet the obligations necessary to the discharge of the President’s constitutional duties and powers. This is understood to be employees necessary to interpret statutes, such as the Antideficiency Act, to avoid significant constitutional issues, or (5) Employees who are required for the orderly termination of agency functions.

### **6. How will I know if I am excepted or non-excepted?**

Your manager will likely first informally share with you if you are excepted. You will receive a formal communication confirming your status as either excepted or non-excepted. Please note, notification that you are non-excepted is not the same as receiving a furlough notice. By law, HUD cannot distribute furlough notices until the morning.

### **7. If I am a non-excepted employee, can I be called to report for work during a shutdown?**

Yes. Some non-excepted employees may at times be designated as intermittent employees – meaning they may be asked to report to work to complete a specific task on a temporary basis during a shutdown. If this is necessary, you will be notified to report to work to perform a specific, excepted task – which may not require a full day of work. Recalled employees will be compensated for the time it takes them to complete the designated activities once Congress approves appropriations and the government re-opens.

## **Shutdown Process**

### **8. If the federal government shuts down at midnight and I am non-excepted, why am I being asked to report to work in the morning?**

When a lapse in appropriations occurs, non-excepted employees are required to participate in an orderly shutdown of the government. The next morning is when those activities will occur. Employees will have up to four hours to complete the required set of activities. During this time, employees will only be able to work on shutdown-related activities. If employees complete the required activities in fewer than four hours and their supervisors or managers approve, they may leave.

### **9. If I am a non-excepted employee, will I be paid for the time I work on the morning after shutdown?**

Non-excepted employees will be guaranteed compensation for the actual time it takes them to complete their shutdown activities up to a maximum of four hours. For example, if a non-excepted employee completes their shutdown activities in one hour, they will be compensated for one hour of time. Compensation earned by employees conducting shutdown activities will be paid when Congress approves appropriations and the government re-opens.

### **10. Will I be able to work and earn comp time as a non-excepted employee?**

No. If the government shuts down, and you are not an excepted employee, you are prohibited from doing any work until the enactment of appropriations. You are also prohibited from using your government-issued technology-Blackberries, computers, cell phones, etc. – or checking your HUD email. No work hours or comp time may be accrued.

### **11. Where and at what time should I report to work on the morning after shutdown?**

In general, all HUD employees should report to work at the same time and place as they normally would, unless otherwise instructed by their managers. For example, if you work under a regular telework schedule basis, (unless your supervisor or manager directs otherwise) you should report in for telework at your normally scheduled time. If you normally report to an office, you should report to the office at your normally scheduled time. The first thing you should do is to check your email to receive your Furlough Notice and other important documents that will include instructions on how to complete the required shutdown activities (e.g., setting out of office messages on your email and voicemail).

### **12. Can I telecommute on the morning after shutdown under my already approved telework agreement for situational telework?**

Yes, if you have an already approved telecommuting agreement and your supervisor or manager does not have a need for you to be in the office to complete shutdown responsibilities. Please discuss your situational telework request with your supervisor or manager as soon as possible.

### **13. What should I do if I am on a compressed work schedule and I would normally not work on the morning after shutdown?**

You are required to report to work in the morning and participate in whatever activities are necessary to effectuate the orderly shutdown of government. You will be compensated at your normal pay rate for the actual time spent completing the required shutdown activities. Compensation earned by employees conducting shutdown activities will be paid when Congress approves appropriations and the government re-opens.

**14. What if I am sick or on previously scheduled paid leave on the morning after shutdown?**

During a government shutdown, all sick and previously scheduled paid leave is cancelled. However, as soon as possible please contact with your manager and remotely complete the required shutdown activities.

**15. What if I am on work-related travel on the morning after shutdown?**

During a government shutdown, nearly all travel will be cancelled. At this time, all travel plans previously scheduled to occur on or after shutdown should have been cancelled. Should you have any questions about how any upcoming travel plans should be handled, please consult your manager.

**16. Do I need to turn in my HUD-issued smart phone or other HUD-issued equipment?**

No. HUD employees do not need to turn in their smart phones or other HUD-issued equipment. However, except for the time it takes to complete shutdown activities on Tuesday morning, non-excepted employees should not use their smart phones or other HUD-issued equipment until the shutdown is over.

**Access to HUD Offices During a Shutdown**

**17. When will HUD offices close to the general public?**

HUD offices will close to the general public at midnight on [Date].

**18. Will I have access to HUD offices after the shutdown begins?**

Non-excepted employees will not be allowed to access HUD offices after the shutdown begins at midnight, other than to conduct up to four hours of shutdown activities the next morning. In limited situations, union officials may have access to union office space during the shutdown to perform representational activities pursuant to a collective bargaining agreement or statute. All requests and communications from HUD's labor unions should be e-mailed to [ELRDivision@hud.gov](mailto:ELRDivision@hud.gov).

**19. What other facilities at HUD Headquarters will be open during the shutdown?**

The Children's Center will be open during the shutdown. However, the following facilities will be closed:

- Credit Union
- The Credit Union will have alternate sites available in the Washington Metro Area. Log onto [www.cuservicecenters.com](http://www.cuservicecenters.com) or call (800) 919-2872.
- Urban Cafe
- Occupational Health Center
- Fitness Center
- Shuttle service

Field staff and headquarters staff who work in a building other than the Weaver Building should consult their managers to determine what facilities in their buildings may or may not be open during a shutdown.

**20. If I am an excepted employee who parks at the Weaver Building, will I be allowed to park during a shutdown?**

Yes. Excepted employees who currently pay for parking in the Weaver Building will be allowed to continue to park in the garage when they are working.

## **During a Government Shutdown**

### **21. Who should I call if I have questions regarding time and attendance issues?**

If you have questions regarding time and attendance matters or the webTA system, please contact the Department of Treasury's Bureau of Fiscal Service at (304) 480-8400.

### **22. Who should I call if I have questions regarding retirement, insurance, or other benefits questions that I may have during the shutdown furlough?**

Please contact the Department's of Treasury's Bureau of Fiscal Service at (304) 480-8275.

### **23. Will an employee continue to be covered under the Federal Employee Health Benefits (FEHB) program during a shutdown furlough if the agency is unable to make its premium payments on time?**

Yes, the employee's FEHB coverage will continue even if an agency does not make the premium payments on time. Since the employee will be in a non-pay status, the enrollee share of the FEHB premium will accumulate and be withheld from pay upon return to pay status.

### **24. Are employees entitled to unemployment compensation while on furlough?**

It is possible that furloughed employees may become eligible for unemployment compensation. State unemployment compensation requirements differ. Some States require a 1-week waiting period before an individual qualifies for payments. In general, the law of the State in which an employee's last official duty station in Federal civilian service was located will be the State law that determines eligibility for unemployment insurance benefits. (See the Department of Labor website "Unemployment Compensation for Federal Employees" at:

<http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp>.) Employees should submit questions to the appropriate State (or District of Columbia) office. The Department of Labor's website provides links to individual State offices at:

<http://www.servicelocator.org/OWSLinks.asp>. **HUD's agency code for unemployment compensation purposes is: 465.**

### **25. May employees take other jobs while on furlough?**

While on furlough, an individual remains an employee of the Federal Government. Therefore, executive branch-wide standards of ethical conduct and rules regarding outside employment continue to apply when an individual is furloughed (specifically, the executive branch-wide standards of ethical conduct (the standards), at 5 CFR part 2635. In addition, there are specific statutes which prohibit certain outside activities, and agency-specific supplemental rules that require prior approval of, and sometimes prohibit, outside employment. Additional information on outside activities is available on the web at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/general\\_counsel/ethics](http://portal.hud.gov/hudportal/HUD?src=/program_offices/general_counsel/ethics). Therefore, before engaging in outside employment, employees should review this information and then consult their agency ethics official to learn if there are any agency-specific supplemental rules governing the employee.

### **26. If I am a non-excepted employee, can I work as a volunteer?**

No. Non-excepted employees are prohibited from working during a government shutdown, even as a volunteer.

### **27. During a shutdown, will I still be able to obtain assistance from the Employee Assistance Program?**

Yes. The EAP Health and Wellness Division is aware of the uncertainty and stress that can be caused by a government shutdown. We would like to remind all employees that we care; so therefore, counselors from the EAP will remain available to provide support to all HUD



employees and their families. Employees may contact the program 24 hours a day, 7 days a week by calling 1-800-222-0364 (888-262-7848/TTY) or visiting [www.FOH4You.com](http://www.FOH4You.com) where they will find information and resources to assist them through this and any other challenging time.

**28. How will I know when the shutdown is over?**

You should pay close attention to media reports to ascertain when the federal government will re-open. You may also visit the Office of Personnel Management's website:

(<http://www.opm.gov>) to check the latest status on the government shutdown or to sign-up to receive email updates (please remember to sign-up using your personal email). When you hear that an FY 2016 appropriation has been approved, you will be expected to return to work on your next workday. HUD has also established a toll-free hotline number for employees to obtain operational status information about the Department. The hotline will be operational Monday through Friday from 9:00 am to 5:00 pm ET. The telephone number is 1-866-463-6483. In the DC metro area employees may also call 202-708-1960.

**29. May a non-excepted employee take previously approved paid leave (e.g. annual, sick, court, military leave, or leave for bone marrow or organ donation) during a shutdown furlough?**

No. The Antideficiency Act does not allow authorization of any expenditure or obligation before an appropriation is made, unless authorized by law. Paid leave creates a debt to the Government that is not authorized by the Act. Therefore, agencies are instructed that during a government shutdown all paid leave must be cancelled. For additional questions and answers on military leave, please visit: <http://www.opm.gov/faqs/topic/payleave>.

**30. May an excepted employee take previously approved paid leave or be granted new requests for paid leave during a shutdown furlough?**

No. When an excepted employee is not working or not performing excepted activities in compliance with the Antideficiency Act, he or she cannot be in a paid leave status. If an excepted employee refuses to report for work after being ordered to do so, he or she will be considered in an absence without leave (AWOL) and will be subject to any consequences that may follow from being AWOL. We are awaiting additional guidance from OPM regarding how this question should be answered for excepted employees funded by multi-year funding.

**31. How will I be reached if I am needed to perform a task as an intermittent employee?**

Should your supervisor need to contact you during the possible shutdown, we need to have your correct personal telephone number and email address. Please take the time to log into HIRTS to update your contact (personal) information not later than the end of the day on Monday, January 22, 2018. Should you have any problems, please call the help desk for assistance at 1-888-297-8689 (option 9).



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-3000

CHIEF HUMAN CAPITAL OFFICER

**TO WHOM IT MAY CONCERN:**

This letter certifies that employees of the Department of Housing and Urban Development have been placed on an emergency furlough effective January 20, 2018. This emergency furlough has occurred because HUD's continuing resolution or appropriations have not been passed by the Congress and/or signed by the President. Through no fault of their own, HUD employees will not be paid their salaries for the duration of this furlough.

While I anticipate that this will be a short-term event, I recognize that employees have financial obligations that must be met. Therefore, I ask that you consider the temporary and unforeseeable nature of this furlough when making decisions that affect HUD employees' finances. Once the furlough has ended, employees will begin receiving their salaries again.

Your patience and consideration in this matter is appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Towanda A. Brooks".

Towanda A. Brooks  
Chief Human Capital Officer



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-3000

CHIEF HUMAN CAPITAL OFFICER

January 22, 2018

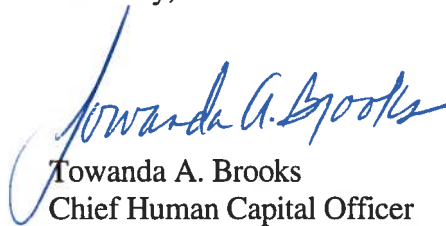
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