

United States Senate

OFFICE OF THE SERGEANT AT ARMS

MEMORANDUM

TO:
FROM: Terrance W. Gainer, Sergeant at Arms
DATE: April 7, 2011
RE: Notice of Furlough Status

In the absence of either an FY 2011 appropriation or a continuing budget resolution for the Legislative Branch, no further financial obligations may be incurred by the Office of the Sergeant at Arms ("the SAA"), except those (1) related to the orderly suspension of SAA operations or (2) necessary to the performance of the Senate's constitutional functions or to protect against threats to the safety of human life or to property ("excepted functions"). Because your services are not needed for the orderly suspension of operations and you are not engaged in one of the excepted functions, you are being placed on furlough effective Saturday, April 9, 2011. When a continuing budget resolution or an FY 2011 appropriation for the Legislative Branch is approved, the SAA will notify you of your expected return-to-work date.

Other employees of the SAA who are not being furloughed at this time are required for the orderly suspension of SAA operations and/or are performing one of the excepted functions.

During the furlough period, you will be in an unpaid, non-work status and must remain away from the workplace unless and until you are told to return to work. Also, during the furlough, you will not be permitted to serve as an unpaid volunteer. This means you must not perform work for the SAA from home or anywhere else, even if you have a SAA-issued BlackBerry or laptop or have remote access to the SAA's network. (An employee who knowingly and willfully performs work while furloughed violates the law and may be subject to penalties.)

You may choose to apply for unemployment compensation from your local unemployment agency. Whether you are eligible or will qualify for unemployment compensation for any or all of the furlough period is not within the control of the SAA but is dependent on the laws and rules applicable in your state/locality.

Even while on furlough, you are an employee of the SAA and subject to all SAA policies, all Senate Rules and various federal ethics laws, including those applicable to outside activities or employment. Therefore, before engaging in outside activity or employment, you must consult with and obtain approval from [supervisor/department director] by calling _____.

Any previously approved paid leave (annual, sick, etc.) that would be used during the furlough period is cancelled. Please direct questions regarding leave to Human Resources at 4-2889. Any official travel that would occur during the furlough period must be cancelled and may not be rescheduled unless and until reauthorized by [department head].

While the law requires that you be furloughed in the event of a lapse in appropriations, please be assured that you are a valued member of the SAA team and that this action in no way reflects negatively on the services that you provide the SAA and the Senate.

By my signature below, I acknowledge receipt of this Notice.

Employee's Signature

Date

Print Name

Contact Number

United States Senate

OFFICE OF THE SERGEANT AT ARMS

MEMORANDUM

TO:
FROM: Terrance W. Gainer, Sergeant at Arms
DATE: April 7, 2011
RE: Notice of Excepted Status

In the absence of either an FY 2011 appropriation or a continuing budget resolution for the Legislative Branch, no further financial obligations may be incurred by the Office of the Sergeant at Arms ("the SAA"), except those (1) related to the orderly suspension of SAA operations or (2) necessary to the performance of the Senate's constitutional functions or to protect against threats to the safety of human life or to property ("excepted functions"). Because you are engaged in one of the excepted functions, you are excepted from furlough during the government shutdown. This means you are required to report for work as usual. During the shutdown, however, you will not be paid.

Any previously approved paid leave (annual, sick, etc.) that would be used during the shutdown is cancelled. The SAA may, however, grant unpaid leave in place of any previously approved paid leave. Please direct questions regarding leave to Human Resources at 4-2889.

Any non-essential official travel that would occur during the shutdown must be cancelled and may not be rescheduled unless and until reauthorized by the SAA. If you have any questions regarding whether your official travel is non-essential, you should direct those questions to [supervisor/department director].

By my signature below, I acknowledge receipt of this Notice.

Employee's Signature

Date

Print Name

Contact Number

United States Senate

OFFICE OF THE SERGEANT AT ARMS

MEMORANDUM

TO:
FROM: Terrance W. Gainer, Sergeant at Arms
DATE: April 7, 2011
RE: Notice of Furlough Status and Need to Engage in Orderly Suspension of Operations

In the absence of either an FY 2011 appropriation or a continuing budget resolution for the Legislative Branch, no further financial obligations may be incurred by the Office of the Sergeant at Arms ("the SAA"), except those (1) related to the orderly suspension of SAA operations or (2) necessary to the performance of the Senate's constitutional functions or to protect against threats to the safety of human life or to property ("excepted functions"). Your services are needed for the short period necessary to suspend SAA operations. As soon as your suspension activities are complete, however, you must go on furlough. When a continuing budget resolution or an FY 2011 appropriation for the Legislative Branch is approved, the SAA will notify you of your expected return-to-work date.

During the furlough period, you will be in an unpaid, non-work status and must remain away from the workplace unless and until you are told to return to work. Also, during the furlough, you will not be permitted to serve as an unpaid volunteer. This means you may not perform work for the SAA from home or anywhere else, even if you have a SAA-issued BlackBerry or laptop or have remote access to the SAA's network. (An employee who knowingly and willfully performs work while furloughed violates the law and may be subject to penalties.)

You may choose to apply for unemployment compensation from your local unemployment agency. Whether you are eligible or will qualify for unemployment compensation for any or all of the furlough period is not within the control of the SAA but is dependent on the laws and rules applicable in your state/locality.

Even while on furlough, you are an employee of the SAA and subject to all SAA policies, all Senate Rules and various federal ethics laws, including those applicable to outside activities or employment. Therefore, before engaging in outside activity or employment, you must consult with and obtain approval from [supervisor/department director] by calling _____.

Any previously approved paid leave (annual, sick, etc.) that would be used during the furlough period is cancelled. Please direct questions regarding leave to Human Resources at 4-2889. Any official travel that would occur during the furlough period must be cancelled and may not be rescheduled unless and until reauthorized by [department director].

While the law requires that you be furloughed during a lapse in appropriations, please be assured that you are a valued member of the SAA team and that this action in no way reflects negatively on the services that you provide to the SAA and the Senate.

By my signature below, I acknowledge receipt of this Notice.

Employee's Signature

Date

Print Name

Contact Number