Special Announcement 20-09
Teleworkers – Administrative Leave

This special announcement conveys Library policy to grant limited administrative leave to teleworking employees who are caring for children or other household members during the extraordinary circumstances presented by the COVID-19 pandemic.

The goal is to support the health and well-being of Library employees and their families by making it easier for teleworkers both to care for their families and to contribute to the Library's ongoing mission of service to Congress and the American people.

1. Paid Administrative Leave for Certain Teleworking Employees

Teleworking employees are authorized to use up to 20 hours of paid administrative leave (excused absence) per pay period if they are unable to work effectively due to:

- School or daycare closures, which require the employee to provide care to dependent children; and
- Other reasons related to COVID-19, such as providing care for another family member, and taking any required sanitation measures.

Employees should continue to record sick leave and annual leave, as appropriate, for situations not related to the COVID-19 emergency.

2. All Teleworkers Should Take Advantage of Schedule Flexibilities

Teleworking employees should take advantage of flexibilities established in SA 20-03 to spread their work time across hours of the day and days of the week that will enable them to perform most effectively. Supervisors and employees should remain in touch, be flexible, and work together to ensure that assignments are proceeding effectively.

3. Effective Date and Authority

This policy is effective Sunday, March 29, 2020 and remains in effect through April 25, 2020 (pay periods 7 and 8). See 2 U.S.C. 136, LCR 9-1030, and LCR 10-311 § 3.