



United States Department of Agriculture

Food Safety and  
Inspection Service  
  
1400 Independence  
Avenue, SW.  
Washington, D.C.  
20250

To: Assistant Administrator  
Office of Field Operations  
  
From: District Manager  
XXXX District  
  
Subject: Request for Declaration of Exigency – OFO, XXXX District

Several employees are engaged in activities related to an outbreak in the XXXX District. Many of these employees have scheduled use or lose annual leave to be taken by the end of the leave year.

When originally planning to address this outbreak, it was anticipated that no scheduled leave would be canceled. However, the outbreak is wider than originally reported and the employees engaged in this effort will be needed until the situation is resolved, which will require that scheduled leave for these employees be canceled. This may cause some employees to forfeit annual leave, although, every effort will be made to reschedule the canceled leave for use before the end of the leave year, to minimize forfeiture.

The success of this effort is essential to the Agency’s mission and there are no viable alternatives to cancelling the leave. This situation fully meets the criteria for exigency of public business as described in FSIS Directive 4630.2, Leave, and in the FSIS Notice on Restoration of Forfeited Annual Leave. We expect exigency conditions will extend from November 5, 2018 until December 15, 2018.

Your approval of this public exigency will help to ensure the restoration of any forfeited annual leave for affected employees. Please indicate your decision by signing and dating in the appropriate space below. Thank you.

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED

\_\_\_\_\_ DATE: \_\_\_\_\_  
Assistant Administrator  
Office of Field Operations