

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

52-18

9/26/18

PAY AND LEAVE GUIDANCE

This notice announces the establishment of a new, Outlook mailbox where employees and supervisors can submit questions concerning compensation (e.g., travel overtime, donning and doffing, compensatory time), leave (e.g., excused absence, Family and Medical Leave Act, advanced sick leave), and work schedules (e.g., compressed and flexible schedules). The new mailbox is PayAndLeaveGuidance@fsis.usda.gov. This new mailbox will replace “donning and doffing” mailbox (Don&DoffHelp@fsis.usda.gov) because that mailbox was intended exclusively for compensation issues related to donning and doffing. To allow for a smooth transition, the donning and doffing mailbox will remain active until October 26, 2018.



Assistant Administrator
Office of Policy and Program Development

DISTRIBUTION: Electronic; All Field Employees

NOTICE EXPIRES: 10/1/19

OPI: OPPD