



May 20, 2025

MEMORANDUM FOR AGENCY HEADS

FROM: DEAN HEYL *Dean A. Heyl*
Assistant Secretary for
Administration and Management

SUBJECT: Situational Telework

The Department of Labor (DOL) is committed to aligning its practices with the return to in-person work directive issued by the President on January 20, 2025. As part of our ongoing return to in-person work efforts, the use of situational telework must be consistent with both [President Trump's directive](#) and [guidance from the Office of Personnel Management](#) that supports the use of situational telework where it meets a compelling agency need.

In keeping with this approach, effective immediately, DOL managers and supervisors may only authorize situational telework unrelated to an approved reasonable accommodation for eligible employees under the following circumstances.

1. **Weather/Safety or Other Emergencies:** When inclement weather, natural disasters, or other emergencies prevent safe access to the workplace, in line with agency operating status guidance.
2. **Space and/or Building Constraints:** When suitable/alternative office space is unavailable due to ongoing space match efforts including:
 - **Displacement from Shared Spaces:** Employee displacement from another agency's space, such as due to the reclaiming of shared space or expired leases;
 - **Uncontrollable Building Closures:** When offices are closed for reasons beyond DOL's control (e.g., state holidays), and employees would otherwise be on administrative leave or unable to report in person; and
 - **Closure for Renovation:** When a worksite is temporarily closed for renovations and no alternative space is available to accommodate affected staff.
3. **Emergency Preparedness Testing:** For employees supporting mission-critical operations, to verify remote access in the event of an emergency.
4. **Mission Critical Work After Regular Work Hours:** When essential, time-sensitive work must occur outside regular duty hours. This is not a substitute for employees meeting their in-person work requirements. In these limited instances, premium pay rules governing overtime and compensatory time apply as appropriate.
5. **Legal Settlement Agreements:** Compliance with terms of a legally binding settlement, as appropriate, and withdrawal may present legal risk.

6. **Safety-Related Investigations:** When on-site work presents a safety concern tied to an active internal investigation or pending threat assessment. Requires concurrence by the Office of Human Resources Division of Employee and Labor Relations.

In all instances, situational telework should be intermittent and not authorized as a substitute for routine or recurring telework. Agencies should also ensure that all situational telework requests are appropriately reviewed by the designated agency authorizing official(s) and that judicious discretion is exercised in authorizing situational telework. Approval authority is delegated to the DOL Agency Head or his/her designee who will be responsible for appropriately monitoring these situations.

Employees authorized to conduct situational telework must have an authorized telework agreement on file in [TeleworkXpress](#). Additionally, situational telework hours must be documented in the time and attendance system as 'Informal Telework' hours, and a note should be added in the comments section identifying the circumstances for using situational telework for audit compliance.

As a reminder, supervisors and employees are encouraged to use available leave options and/or [workplace flexibilities](#), as appropriate, to facilitate an employee's absence from the office due to personal circumstances or commuting preferences.

Thank you for your cooperation and continued leadership. For questions, please contact the Office of Human Resources at OHR@dol.gov.

cc: Braye Cloud, Deputy Assistant Secretary for Operations
Ana Guevara, Deputy Assistant Secretary for Policy
Carin Otero, Office of Human Resources
Agency Administrative Officers