



July 28, 2025

MEMORANDUM FOR AGENCY HEADS

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

SUBJECT: **Updated DOL Telework Policy**

On May 20, 2025, I issued a memorandum titled, "Situational Telework" that contained guidance on the use of telework in line with DOL's commitment to fulfilling the President's priorities and directives, and in compliance with guidance from the Office of Personnel Management that supports the use of situational telework where it meets a compelling agency need under specific circumstances. I am providing the following updated guidance that expands those circumstances to include occasional situational telework for employees during the regular workday to continue work when it's determined to be in the best interest of the agency. Approval of the use of situational telework for this purpose is at the supervisor level, unless you require a higher-level approval within your specific agency.

In these infrequent occurrences, situational telework may be used to help staff perform mission critical work requirements, meet important demands in a timely manner, ensure essential work goes uninterrupted, and maintain continuity in their work without sacrificing the integrity of the mission.

Updated DOL Situational Telework Guidelines

The guidelines below are to be used in infrequent circumstances when telework can assist DOL in advancing its mission. An employee participating in situational telework must have an authorized **informal** telework agreement on file in [TeleworkXpress](#). Supervisors and managers must use professional judgment when approving situational telework, and they are responsible for ensuring that situational telework hours are correctly recorded in DOL's time and attendance system as 01-Telework Informal (Situational), along with a note in the comments section identifying the circumstances for using situational telework **any time that it is used**.

In all instances, the use of situational telework requires advance supervisory approval, and it should not be authorized as a substitute for routine or recurring telework. On days when situational telework is not authorized, the expectation remains that employees officially assigned to an office location will report to work in-person at their official duty location of record unless they are on approved leave, official travel, official detail away from the agency worksite, or in the field conducting mobile work.

Situational Telework may be used:

1. Prior to, or after an employee's personal (including medical) appointment, that makes commuting to and/or from the office impractical within the workday, but employees have assignments that must be completed adjacent to that appointment. Telework does not replace

the leave used when attending appointments. Rather, telework may be used to continue working before or after such appointments.

2. When an employee is recovering from a short-term illness or an injury, they can perform work, but they are temporarily unable to physically report to the agency's worksite. The use of situational telework for this purpose is not appropriate for long-term situations (e.g., beyond 30 days), which may require an employee to pursue official reasonable accommodation through [DOL's Reasonable Accommodation Program](#).
3. When an employee has or has been exposed to a communicable disease, they can perform work, but their immediate presence in the office would jeopardize the health of others in the office.
4. To allow for flexibility to accommodate government-approved travel.
5. To fulfill religious duties and/or practices.

To ensure ethical and responsible use of situational telework, the Office of Human Resources will conduct a quarterly audit monitoring utilization and will raise concerns to the agencies to be addressed immediately.

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
Carin Otero, Deputy Director, Office of Human Resources
Demeatric Gamble, Deputy Director, Office of Human Resources
Agency Administrative Officers