

# **Lapse in Appropriations Guidance for all DOL Employees**

Without legislative action to continue funding, certain U.S. Department of Labor (DOL or Department) activities must cease operations.

The purpose of this document is to provide guidance specific to a lapse in appropriations. Additional guidance regarding contingency planning and the impact of a lapse in appropriations can be found on [LaborNet](#).

## **Orderly Shutdown**

- In the event of a lapse in appropriation, as described below, most orderly shutdown activities will take place on the next business day. Should a lapse of appropriations occur on a Friday, orderly shutdown activities take place the following Monday. Guidance on orderly shutdown can be found on LaborNet, along with a checklist of suggested activities.
- All employees regularly scheduled to work on the business day following a lapse should report to work on that date and engage in orderly shutdown activities. Upon completion, employees should turn off their government-issued devices (i.e., mobile phones or laptops/tablets). Furloughed staff are encouraged to log in to their DOL computers, Outlook, and other critical systems once per week during a lapse to maintain system access. However, furloughed staff should refrain from accessing devices for non-excepted activities until the lapse in appropriations ends.
- Only exempt and excepted activities may occur during a lapse in appropriations, consistent with the Department's contingency plan. Therefore, only employees designated as exempt or excepted to perform those functions may work beyond orderly shutdown on the business day following the lapse in appropriations and for the duration of the lapse.

## **Timesheets**

Employees must refer to Time and Attendance Guidance posted on LaborNet for tour of duty end dates for the pay period(s) in which the lapse took place.

## **Travel**

Employees on non-excepted travel when a lapse in appropriation occurs may not continue travel. They must return to their official duty station as expeditiously as possible. To avoid potential violations of the Anti-deficiency Act and/or incurring cancellation fees and/or non-refundable travel expenses, agencies should delay or cancel travel arrangements/reservations for official travel if there is an expectation of a potential lapse in appropriations. Employees should refer to Travel Guidance posted on [LaborNet](#).

## **Scheduled Leave**

Except for exempt employees, all leave is cancelled and cannot be taken during the lapse period and no new leave requests are allowed. Any approved leave for the pay period(s) in which the lapse begins will need to be reverted back to pending. Employees scheduled to be on leave on the day the lapse in appropriations occurs and who do not participate in "orderly shutdown" activities will be in furlough status for the entire day.