

# Sample Notice to Essential Employees

DATE 2018

Name  
Address  
City, State, Zip

Dear \_\_\_\_\_:

As you may have heard, due to the lapse of appropriated funds at midnight January 20, 2018, normal operations of the United States Government are suspended until funding is restored. Most United States Government employees must be furloughed. With respect to the House of Representatives, only those essential or excepted functions which entail or directly support the legislative process and/or the House's other constitutional responsibilities, or that entail safe-guarding of human life, and/or the protection of property, are permitted to continue.

Following a review of the Office's legislative and operational requirements, it has been determined that your position is one that entails and/or directly supports one or more of the essential or excepted functions. Therefore, at this time, you are not being placed in a furlough status. You are expected to continue to work your regular schedule unless and until otherwise notified. Furthermore, as a result of these extraordinary circumstances, no paid leave will be permitted during the period of furlough. Therefore, if you had previously been approved to take paid leave during the furlough, that approval is rescinded and you are expected to report to work.

The length of the furlough is unknown at this time. We will do our best to provide current information as the House moves to resolve this difficult issue. You can find relevant information at <https://cha.house.gov>, which will contain updates regarding the furlough.

We appreciate the difficulty and anxiety this situation creates. Should you have any questions regarding this matter, please do not hesitate to contact your manager or supervisor. Thank you for your continued service to the House of Representatives.

Sincerely,

[Member, Committee Chair, Ranking Member, House Officer]