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Guidance for Employees Affected by Shutdown During a Lapse in Government Funding

- **Orderly shutdown activities for non-excepted personnel should be completed within the first half-day (i.e., up to 4 hours) of an employee’s normal work schedule.**
- **Examples of potential shutdown activities include:**
 - Securing files (computer or hard copy).
 - Making contacts outside the agency that are necessary to communicate their status.
 - Canceling meetings, hearings, and other previously arranged agency business.
 - Documenting the status of projects so they can be resumed, transferred, or appropriately handled when the funding is determined.
 - Making copies/saving records of personal pay and employment records that may be needed during a lapse, including the most recent SF-50 (Notice of Personnel Action) from [eOPF](#) and the most recent Leave and Earnings Statements (LES) from [Employee Express](#).
 - Ensuring their timecard for pay period 2025-21 (Sunday, September 21, 2025 - 95 – Saturday, October 4, 2025) is generated in CASTLE.
 - Taking home any food, perishable items, or other personal items that may be needed during the furlough period.
- **Nonexcepted DOT employees should use the same email and telephone messages for communicating their work status to internal and external customers.**
 - Email message: “I am not in the office due to a lapse in funding. I will respond to your email upon my return.”
 - Telephone message (if applicable): “Hello, you have reached _____ (insert your name) of the (Operating Administration). I am not in the office due to a lapse in funding. Please call back after news reports advise of a resumption of services by all Federal agencies.”

Information will also be made available on the [DOT website](#).

Finally, employees may find the latest guidance concerning furlough on [OPM’s Furlough Guidance website](#).

Last updated: Wednesday, October 1, 2025

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