



## Memorandum

TO: USG Staff  
FROM: The Office of Human Resources  
DATE: September 01, 2021  
SUBJECT: USG Closure Today - Guidance on Telework and Administrative Leave

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Dear Colleagues,

We hope that everyone is either home safe or getting home safely! This communication is a follow-up to today's decision of closure. USG joined MCPS and MC in making the decision to close our campus today considering the severe weather conditions. Our priority was to get everyone home safely as significant amounts of rainfall that could potentially lead to flooding conditions is expected.

We ask that USG employees who can telework should continue to do so. Those in non-telework eligible positions will be granted administrative leave. Essential employees will follow closure decisions made by USG and should report to work if directed by their manager. Contingent I and student staff who are not able to work remotely are not eligible for administrative leave.

Should you have any questions, please do not hesitate to contact the [Office of Human Resources](#).

Please stay safe!

Regards,

Nitshu

**Nitshu Joshi, M.P.S.**

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