

SUFS 8/15/25 leave extension email

From: **Notice3** <Notice3@epa.gov>
Date: Fri, Aug 15, 2025 at 3:00 PM
Subject: Notice of Administrative Leave Extension
To:

Good afternoon,

On July 30, 2025, you were notified that your administrative leave was being extended through August 15, 2025.

This email is to notify you that your temporary, non-duty, paid status (administrative leave) is being extended through August 29, 2025, pending the Agency's inquiry into your signature on a declaration, to include potential use of EPA time and systems. It is important that you understand that this is not a disciplinary action.

During the time you are on administrative leave, you will not experience any loss in benefits or pay. The Agency has your contact information on file. You are expected to be available at the contact information provided during your regularly duty hours in accordance with your currently approved work schedule should the agency need to contact you.

During this time, you are hereby ordered that you are not authorized to:

- a. Access or use any government equipment, including, but not limited to, computers, cell phones, access tokens, government credit cards, facility keys, and/or identification badges that you have in your possession unless directed;
- b. Access or use of any EPA government network or systems requiring use of your EPA issued log-in credentials (i.e., username and password) to access them; the restriction does not apply to websites or systems otherwise accessible to the public;
- c. Submit emails through government equipment or programs;
- d. Contact any EPA employees for access to information or facilities; and
- e. Perform any official EPA duties.

If you believe any of the above orders require an exception, please contact notice3@epa.gov. If you fail to follow any of the provisions outlined in this notice, discipline may be imposed against you up to and including your removal from Federal service. If you attempt to access the facility without prior approval, we may also engage local or Federal law enforcement.

EPA provides employees with an Employee Assistance Program (EAP). EAP provides confidential counseling and referral services to assist employees in resolving personal or work-related problems. Participation is voluntary and the program is strictly confidential. If you believe these services would be appropriate for your situation or would like more information, you may call EAP at 1-888-635-3202.

If you have any questions or need assistance, including leave requests, please feel free to email notice3@epa.gov inbox and/or the individual named in your initial Administrative Leave notice.