

SAMPLE  
MEMORANDUM

TO: SEC Staff

FROM: [NAME]  
Executive Director

RE: Commission Operations During Period of the Absence  
of an Appropriation.

You are aware that in the absence of an approved appropriation or “continuing resolution”, the Commission is technically without funds. We hope that the funding problem will be solved very shortly. However, until such problem is solved, we are required to implement certain procedures that will limit obligations or expenditures. Set out below, therefore, is a summary of the procedures and policy you should follow effective immediately.

- Employees are expected to work a half day schedule on [DAY, MONTH, AND DATE (FIRST DAY OF LAPSE)].
- Employees may not take annual leave during this period unless the employee has been granted accrued annual leave prior to the lapse of appropriations, and such leave was started before the lapse of appropriations. Employees may take sick leave to the extent of the employee’s accrued sick leave, and to the extent that the employee remains sick.
- Employees should not attend any training courses until further notice.
- Employees should answer the telephone but they may not answer or discuss new questions or policies unless they concern an emergency where the protection of property or life is involved. Instead, callers should be informed that the agency is winding down its affairs due to the lack of appropriations.
- No new travel should begin unless specifically approved by the Executive Director, but employees on travel status may continue to carry out their previously assigned tasks until further notice.
- Employees should consult with their Division Director or Office head before undertaking any new activity or obligating the Commission in any way.

We appreciate that these new procedures will cause an inconvenience and in some instances preclude our ability to protect investors. I am sure you can appreciate that the matter is beyond the Commission’s control but that we are counting on your continued support during these difficult times.