



HR.01.22.POL	EXECUTIVE ORDER CLOSURE POLICY	
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1 Introduction

As a Federal contractor, VSolvit is committed to supporting our government customers and following the appropriate guidelines and regulatory requirements.

2 Purpose

To define VSolvit's actions in support of Executive Orders in which the President reserves the authority to close Federal departments and agencies.

3 Scope

While Presidential Executive Orders are written to the government agency, VSolvit, as a Federal Contractor, must observe the order as written. As such, no employee directly billing to any government agency may be scheduled to work unless authorized by the specific government agency, in writing, that aligns with the executive order.

4 Description

1. When the executive order is received, HR/C-level leadership will review and determine the appropriate steps depending on the circumstances.
2. Employees will observe the closure and are not to report for work unless explicitly instructed.
3. Employees are to use available paid time off options.
4. Employees without sufficient paid vacation time are allowed to go negative to cover the absence. Paid sick leave is not permitted to go negative.
5. Focus Area Leads must work with their Program Managers and customers to determine if any employees are required to report. If so, they must obtain written approval from the head of the government agency and provide it to the HR department.
6. As these closures are not covered by the pre-approved Federal Holidays, they are not covered by the Paid Holiday charge code.


5 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 References and Policy Support

[Presidential Actions](#)

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7 Appendix A

7.1 Revision History

Change Date	Version	Change Author	Change Summary
01/07/2025	1.0	Siobhan Leslie	Initial Release

7.2 Approval Record

Date Approved	Version	Approved By	Comments
01/07/2025	1.0	David Scheid	None