

**NATIONAL LABOR RELATIONS BOARD
WASHINGTON, D.C.
Division of Administration
Office of Human Resources**

To	All Employees
Date	October 1, 2025
Subject	Agency Operations in the Absence of Appropriations

As of midnight, on September 30, 2025, funding for the National Labor Relations Board (NLRB) expired. No Continuing Resolution or appropriations bill has been enacted. This has resulted in the interruption of funds available to the NLRB as well as many other federal departments and agencies. As a result, it has been determined that it will be necessary to furlough employees until funding becomes available. This action is being taken because of a sudden emergency (lapse of appropriations), thus the customary 30-day advance notice period and opportunity to answer are suspended under the provisions of 5 CFR 404(d)(2) and 5 CFR 359.806(a).

After reviewing this memorandum and other materials forwarded by the Office of Human Resources, employees should initiate shutdown activities. The following is a list of procedures to be followed. Not all procedures apply to all employees. Check with your supervisor if you have any questions about what actions to take to ensure that all tasks for your office are being addressed.

Individual offices:

- Review Shutdown Packet
- Record scripted voicemail message on individual staff phones
- OCIO will post out of office message to respond to all external emails
- Shut down (do not restart) computers and other office equipment, except fax machines
- Secure individual work areas and offices
- Store and lock any sensitive materials
- Turn out lights
- Lock doors

Additional tasks for Division or Branch Main Offices:

- Record voicemail message on main telephone number
- Load fax machines with toner and paper

Additional tasks for Field Offices:

- Record voicemail message on main telephone number
- Post paper notice on field office doors
- Load fax machines with toner and paper
- Notify local United States Postal Service (USPS) and express couriers (e.g., United Parcel Service and Federal Express) of shutdown and provide specific instructions on delivery, holding, and securely storing mail, correspondence, parcels, and packages

Return to duty and pay status is contingent upon Congress passing a Continuing Resolution or enacting appropriation legislation for the NLRB and the President approving such legislation. Employees are urged to stay informed by checking the NLRB website, other internet sources, or news media for up-to-date information. A limited number of excepted employees who have received specific designations will continue to work during the pause.

An employee has the right to appeal this action to the U.S. Merit Systems Protection Board (MSPB), or to grieve the action under the negotiated grievance/arbitration procedure, but not both. If an employee elects to file a grievance, such grievance must be filed in accordance with the time requirements set forth in the applicable collective bargaining agreement. If the employee chooses to appeal to the MSPB, an appeal must be filed no later than 30 days after the effective date, if any, of the action being appealed, or 30 days after the date of receipt of the Agency's decision, whichever is later. The specific requirements for an appeal and the procedures under which the MSPB processes an appeal are set forth in detail in part 1201 of the Code of Federal Regulations, MSPB Regulations 5 CFR Part 1201. The appeal procedures and appeal form may be obtained at [U.S. Merit Systems Protection Board](#)

This action in no way reflects upon the quality of service you have rendered as an employee of the NLRB.

Lawrence W. Patterson, Director
Office of Human Resources

Attachments

- 1) Agency Operations In The Absence Of Appropriations
- 2) Excepted Personnel Contact List
- 3) Frequently Asked Questions and Answers
- 4) Outside Employment During Furloughs or Temporary Shutdowns
- 5) Recorded Greeting Message for Individual Voicemail Accounts
- 6) Unemployment Insurance for Federal Employees During Furloughs or Temporary Shutdowns
- 7) MSPB and EEOC Rights