

**Sent:** Thursday, September 17, 2015 2:02 PM

**To:** 'DEPARTMENT-CONTACTS-L@listserv.gmu.edu'

**Subject:** Instant HR/Payroll: Pope Francis' Visit to Washington, DC

### **Pope Francis' Visit to Washington, DC**

Pope Francis' [upcoming visit](#) to the Washington, DC metropolitan area will create congestion in the area and make travel difficult for those that live or work in or near the city. As a result, Human Resources and Payroll is encouraging supervisors to discuss whether telework may be appropriate for their staff on Tuesday, September 22nd through Thursday, September 24<sup>th</sup> (the Pope is scheduled to arrive in DC at 4:00pm on September 22). This telework opportunity is limited to faculty and staff who work at the Arlington campus or live in or around the DC/Arlington area.

Please note, all campuses and locations of George Mason University will remain open and maintain normal operations during the visit. Please be sure to allow additional time for your commute to and from Mason; please also consider the use of public transportation or carpool with colleagues if possible. For information about public and Mason transportation options, see <http://transportation.gmu.edu> including their [transportation guide](#).

While a formal written telework agreement will not be required for this time period, please ensure that your department's approval procedures are utilized. For supervisors and department heads, this may be a good time to consider instituting [Emergency or Intermittent Telework agreements](#) for your staff in order to be prepared for any future disruptions to normal business operations (i.e. inclement weather, emergencies, etc.). For more information on telework and other flexible work options at Mason, please see [flexwork.gmu.edu](http://flexwork.gmu.edu).

If you have any questions about flexible work or alternate transportation (including assistance with finding a car pool through [Zimride](#)), feel free to contact the Life/Work Connections Team at 703-993-2600 or Parking and Transportation at 703-993-2828.

Please note: Tuesday, September 22, is Car-Free Day; the Pope's visit could be a great opportunity to change up your commute! Details at <http://transportation.gmu.edu>