

# Pay and Leave for Supervisors

## Virtual Conference for Supervisors

Recorded March 8, 2017

Hold on. We are going to contact the operator. Are you guys hearing a noise in the background? Lee I am.

I am.

We will start shortly. Okay.

Good afternoon. This is Katherine Callaway and Katrina Fritts. We would like to welcome you to today's webinar with Nancy Fischer. Please put your phones on mute. There's a chat pod for you on the left-hand side of the screen, if you would like to ask a question. Please chat a quick note so we can count attendance. This session is being recorded. We have placed a request to have the meeting sound muted. We are working on that in the background. I will pass it over to Nancy.

Welcome, everybody. Thank you for joining me. My name is Nancy Fischer. I'm the Employee Relations Specialist at the Washington office in the Division of Employee Resources. Our group provides advice and assistance to Washington advisers and supervisors. [Indiscernible]. We provide assistance on labor and employee relations issues. We also provide policy development support, again, on labor and employment. I'm not currently in a supervisory position, but I do have supervisory classifications from several my prior jobs, mainly as a Personnel Officer at Golden Gate for number of years, Chief of Employee Relations for the Northeast Region for several years. And going way back, I was also an Interpretive Supervisor at Golden Gate. So, with that past experience, I can certainly appreciate the difficult position of some of the challenges you will face in your supervisory roles. I am hopeful that in the next hour, we will provide some information for you on the topic of attendance and leave as you are managing your operations.

That's a little bit about me. It would be helpful if I had just a little more information about the experience level of the group this afternoon. So we put together a poll. Please rate yourself if you have less than two years' experience, between 2-5 years, or five years or more. Give me a sense of the group out there. Great. -- It looks like we have a mix of experience levels.

I don't have all the answers. I think we can share information and learn from one another. One additional question, if you could raise your hand if you are currently dealing with any employee issues around attendance and leave. If you just raise your hand if that is currently something you are dealing with as a supervisor. Has anyone? It looks like we have about six people raising their hands.

[Indiscernible] raising her hand, if you would be willing to give us a brief description the specific issues you are dealing with.

Do that through chat.

Karen said, coding telework.

Okay.

Anyone else?

Lisa says, leave without pay.

We will touch on leave without pay.

Unscheduled leave, extra hours requests.

Okay.

Couple more coming in. First for administrative leave.

I will talk about the various types of leave. I won't get into work schedules. I will have my contact information at the end of the presentation and I will be happy to chat with anyone afterwards on specific issues outside of this presentation. Next slide. So, these issues align pretty well with the objectives I had for this afternoon. My [Indiscernible] is at the end of the hour, we should be able to describe some of the common categories of leave and associated key requirements with each of those common types. You should also be able to identify rules and responsibilities of both the employee and us the supervisor as it relates to time, to [Indiscernible] programs. You should be able to recognize and manage leave issues. Find references and resources for assistance, if you continue to have issues after the session.

Nancy, we had one, person saying they are having a little trouble hearing you. Can you check the volume on your phone?

Thank you for that feedback.

So let's jump in and talk a little bit about roles and responsibilities as it relates to time, attendance and leave. This is important, because unless a supervisor and an employee understand and carry out their respective roles and responsibilities, there will be problems. So, let's start with the employees' side and talk about their roles and responsibilities. We all fit into this. We report to someone else. Some of the key responsibilities we have. First of all, to report to work as scheduled. Another responsibility is that we request leave for periods of

absence. We are supposed to follow the proper procedures and any supervisory instructions for making this request for leave. Employees are responsible for communicating with supervisors and also accurately report time and attendance by the established deadline. And finally, providing any requested documentation. This will come into play if you're asking an employee for medical documentation to say, support a sick leave absence. Let's talk about the supervisor's responsibility. We'll brainstorm together some of the responsibilities you all have as a supervisor. If it's an employee's responsibility to work [Indiscernible] report to work as scheduled, what would a corresponding supervisory responsibility be?

You have individuals typing now.

Great!

A few of the answers coming in: make procedures clear, review and approve leave requests, make sure they are doing the work they're being paid for, show up to work on time, getting [Indiscernible] to employees quickly on leave request and not keeping them waiting.

Excellent! Those are all key responsibilities. I'm not sure if you have a need for this session this afternoon. Just to reiterate, keep typing if you can think of other responsibilities. So a key aspect of your role as a supervisor is to actually monitor time and attendance. Pay attention. Know you when your employees are at work, when they arrived, when they depart. Somebody already mentioned our approving and denying leave requests and doing that [Indiscernible], and clearly establishing and communicating work schedules as well as procedures for requesting leave. Communication with your employee is a key. Another responsibility is to take corrective action if employees are not following proper procedure or supervisory instructions or if they're just not coming to work, showing up late or leaving early. Another key responsibility is to comply with laws, rules, regulations -- any applicable bargaining agreement or union contract. If any of you are working in a park or office and have a union, you should have a copy of the collective bargaining agreement and be familiar with all the provisions in that agreement. That spells out employee responsibilities, union responsibilities, -- as well as roles and responsibilities for management officials. Oftentimes, [Indiscernible] that address time, attendance and leave-related issues. Part of your responsibility is to ensure proper use of leave, and also to ask for appropriate documentation, depending on the circumstances. Another responsibility is you are probably managing operation of sorts, is to ensure proper staffing levels and sometime it may require you cancel previously approved leave if your staffing levels are such that you need to have more bodies at work.

Next slide please. I listed a few of the various categories and programs. We don't have a lot of time to delve into the [Indiscernible] details. So I will do a quick and brief summary of the most common types and talk about some of the key points associated with each. Next slide. I think about talking -- some positive note they are positive impacts for management of having these programs. Primarily, leave programs and benefits for employees contribute to making the federal government an employer of choice. They help boost positive morale and

productivity and foster high levels of employee satisfaction and commitment, and result in less turnover and higher performers. On the employee side, leave programs and availability of various types of leave helps to foster greater work/life balance. It results in fewer distractions for employees, multitasking to meet competing work and life demands. It helps to minimize the impact of a life crisis. The availability of having various types of leave and leave programs can allow an employee to focus on what's going on at home and not worry about the work.

Next slide. Let's get into the nuts and bolts of major categories of leave. I will stop at the end of each category and wait for questions. Feel free to jump in if something triggers a question as I'm talking. I'm sure most of us are familiar with annual leave. It's available to all employees. Annual leave is used for any purpose the employee wants. Vacation, rest, relaxation, personal business or emergencies. Employees can also use their annual leave for sick leave purposes. That is perfectly okay. Annual leave is earned each pay period based on years of service an employee has. Employees -- I'm talking about full-time employees with less than three years of service, earn four hours per pay period, 13 days per year. Employees with 3-15 years of service earn 20 days per year and that is a rate of six hours per pay period, except for the last pay period of the year, when they earn 10 hours. Those lucky employees who have 15 or more years of service, earn 26 days per year or 208 hours. There is a carryover or maximum amount employees can carryover from one leave year to the next. That is the leave ceiling; that number is 240 hours. Anything over that 240 hours at the end of the leave year, going into the new leave year, if it's not used, it is lost. That's where the phrase, "use or lose" comes in. It's important for your supervisors to know who are your longtime employees that are in that category, coming into the leave year with their full complement of up 240 hours. Because every hour of annual leave [Indiscernible] is considered use or lose. Part of your responsibility with the employee is to work together to schedule that leave throughout the leave year so it is not lost. When an employee retires or separates from Federal service, and they have an accumulated balance of annual leave, that balance is paid out in a long term payment. There's an advantage to having a big accumulation at the end of someone's year. That's when you see employees retiring at the end of the leave year. That's the time at which place of the maximum amount of accumulated leave in their balance before we kick into the beginning of the new year. Annual leave is an entitlement. Employee entitlement. It is subject to the right of management to approve the timing which that leave is taken. Annual leave must be requested in advance, unless there is a legitimate reason that makes an employee unable to requested in advance. Employees are not expected to explain how they plan to use annual leave. I would advise against making that a practice and asking employees what they will do with their annual leave. The annual leave, when you approve or deny it should be based on operation alone and not based on what an employee will do with that time.

Nancy, we had a question from Karen. Can we ask employees to use up, time earned so it does not convert?

I believe -- I'm not an expert. I would have to look that up. I'm not sure -- right now, if employees have to use comp time within a certain time period. So let me look into that afterwards.

I will check the regulations on that.

She said thanks, we have been told he cannot force employees to use comp time before annual leave.

I don't think you can. I think if there is a time period in which an employee has to use comp time before it's lost, that something you can advise an employee about. I'm not sure you must tell them they should submit a comp time versus annual leave.

I will do some checking.

Annual leave requests have to be submitted consistent with procedures and supervisory instructions. Failure for an employee to do this can be grounds for disciplinary action. Employees can also request advance annual leave or annual leave they have not yet earned. This is discretionary authority on management's part, whether you approve the request or not. There's no entitlement to advance annual leave. If you do get a request for annual leave, you need to be aware, you can only advance up to the amount of annual leave an employee will earn during the rest of the leave year. So, if you're getting a request for 40 hours available leave in the middle of December from somebody, you won't be able to approve that because nobody will earn 40 hours from the middle of December to the end of the leave year. Another consideration in determining if you would approve advanced annual leave would be if the employee is late to return to work. If you know the employee is not coming back to work, or if there is an expectation they are not coming back to work, that's a situation where you probably would not want to approve that advanced annual leave; doing so creates a debt situation. The employee is indebted for leave they have yet to incur and would need to pay it back if they leave federal service.

Nancy, Nick asked if new employees qualify for advanced annual leave.

Yes. There's no eligibility requirements. In fact, that's probably where you will get most of your requests for advanced annual leave, with your new employees who haven't had a chance to accumulate a big balance and they may already have a trip scheduled. So yes.

Next slide.

Any questions on any aspect of annual leave. I know that was the pretty quick breeze through here.

Looks like we have one person typing.

Okay.

And they stopped. So, let's continue.

Okay. If another question comes to mind, just put it in and we will try to address it. Let's move on to sick leave. Sick leave is earned and use based on leave year. [Indiscernible] employees for four hours every pay period for a total of 104 hours per year. Part-time employees earn one hour for every 20 hours of work. Unlike annual leave, there's no accrual or carryover limit. So an employee can continue to accrue and accumulate sick leave throughout the entire year. They can end up with thousands of hours by the time they retire or separate from service. At retirement, the sick leave is counted as additional credible service factored into the computations for your retirement annuity. If you're retiring, say with 33 years of creditable service and you have an additional sick leave saved up, the computation for [Indiscernible] will be based on 34 years of service for that additional year of accumulated sick leave. If an employee separates from federal service, there is no use for sick leave. However, if that employee returns to federal service, they can get that balance of sick leave re-credited to their account, which would be an important benefit for them.

Sick leave is an entitlement. We are entitled to sick leave. However, we consider this a qualified right. In other words, sick leave is only appropriate for certain uses, certain circumstances. Those include personal medical needs of the employee. There's no limit to the number of hours an employee can use for their own personal medical leave. Employees are also entitled to sick leave for family care and bereavement purposes. They can use up to 13 days per leave year for these purposes. They can also use sick leave for the care of a family member with a serious health condition. They can use 12 weeks of leave year for these purposes. I want to note that the definition of a family member, if we're talking about sick leave entitlement, is very broad. We are talking about the employee's spouse and parents, sons, daughters and spouses thereof, parents and spouses thereof, brothers and sisters and spouses thereof, grandparents, grandchildren and spouses thereof, domestic partners and spouses thereof, and other individuals related or who have a close association to the employee, such that, that is basically the equivalent of a family relationship. And the other category employees have an entitlement to use sick leave for is adoption services. There's no limit of hours family can use for an adoption situation.

Sick leave is granted only when supported by administratively acceptable evidence. It's important to note that an employee can self-certify -- a verbal self-certification can constitute administratively acceptable evidence. So, if you have a trusted and dependable employee calls you up and generally their word will be good enough for you, that they are entitled to the use of that sick leave. Let's go ahead.

Next slide. That provides a little more detail about what we just covered. If you go ahead to advanced sick leave. Like annual leave, employees can request advanced sick leave, sick leave they have yet to earn, and like talking about annual leave, if there's a good chance they won't

return to work, that would be an instance where you may not want to approve that request for advanced leave.

Next slide. Questions on sick leave. Like annual leave, employees need to file proper procedures to request advanced sick leave. To the extent possible, for medical exams, it should be requested in advance. This is a key supervisory responsibility [Indiscernible], to establish procedures for employees do if they call in sick. Understand what your expectations are, so they follow those before requesting sick leave.

Next slide. We will skip ahead to family medical leave act. On FMLA, it's another important program or benefit for all of us as employees. Employees need to have completed 12 months of service, and that doesn't need to be consecutive or recent service to be eligible for the use of FMLA. Employees on a temporary appointment of less than one year are not eligible for FMLA. The FMLA entitlement is up to 12 weeks of unpaid leave in any one year period. So, that is 12 weeks of unpaid leave. However, an employee may elect to substitute annual or sick leave for any period of that unpaid absence, if they have an accrued balance of annual or sick leave, as long as that leave is consistent with regulations. The federal entitlement of 12 weeks of unpaid leave can be used for a birth of a child or newborn, the placement of a son or daughter for adoption or foster care, the care of a spouse, son or daughter or parent with this year's [Indiscernible] condition. There's a daughter or a parent with a serious health condition. Skip ahead to the questions. An employee must invoke their entitlement to FMLA. An agency or management cannot place an employee on FMLA. An employee may take only the amount of FMLA leave required for the circumstances for which they are taking it. They generally cannot invoke FMLA retroactively, and there is generally a 30 day advance notice requirement when an employee intends to invoke their entitlement to FMLA, when that is foreseeable and actually reasonable.

Nancy, we have a question from Kathleen.

Yes.

Is the sick leave and annual leave included in the weeks of FMLA?

It is separate. So yes, the FMLA entitlement is separate from the employees' entitlement to use sick leave. If somebody was caring for a family member with a serious health condition and they requested 12 weeks of sick leave, they could do that and then they could follow that as well, they could invoke FMLA entitlement if they were caring for one of the spouse, son, daughter or parent with a serious health condition. They could invoke their entitlement to FMLA, and there would be additional 12 weeks. In that case, they cannot use sick leave because they have used the maximum amount of sick leave allowable for family care. But they could certainly substitute annual leave if they had an accumulated balance of that.

Okay. To they need to use all the time at once?

No. That would probably be dictated by the seriousness of illness. There may be recurring time periods where someone needs to be out.

And Ashley asked if you could reiterate the FMLA for temps.

A temporary employee on appointment one year or less is not eligible, or an intermittent employee, and an employee must have completed 12 months of service. It does not need to be recent or consecutive; they need to have completed 12 months of service. If you have a specific situation, I would reach out to your service employee relations specialist to help you delve into that further if you have a question about eligibility.

Thank you.

Employees invoking entitlement to FMLA must provide medical certificate to support that request. Certificate [Indiscernible] the date the serious health condition started, the condition, if it's [Indiscernible] or continual, medical facts, and if it's for the employee, a statement he or she is not able to perform a least one or more essential functions of their position. And the other questions on FMLA?

I will move forward then. Next slide, please. We will talk about the voluntary leave transfer program. A reminder, this exists, this is another benefit to employees. This is helpful to employees who have exhausted all of their annual and sick leave balances. It allows them to deal with their own personal medical emergency or to assist a family member who is having a medical emergency. Employees can apply to become a leave recipient, leave donors can donate their annual leave to an approved recipient. On InsideNPS there is posted an updated list of the current approved leave recipients across the service.

Next slide, please. Another category of leave, a pretty broad category is excused absences. You hear this referred to as administrative leave. This can be available for a variety of purposes including blood donation, bone marrow or organ donation, employees who are returning from active duty, court leave – if you are summoned to jury duty or serving as a witness. Also, it can be available under certain circumstances if an employee needs to vote or get registered to vote.

And the last two categories are leave without pay or LWOP and absence without leave or AWOL. Leave without pay is approved. It is a management approval. Generally, it is discretionary reporting. Whether you approve it or not except in instances where there is a legal out pay entitlement. Those circumstances would be if FMLA is invoked and there is an entitlement to leave without pay or if an employee has an [Indiscernible] a time of service, consistent with the Uniformed Services Rights Act of 1994, and the other situation is when an employee is receiving Worker's Compensation payments from the Department of Labor. Those are all employee entitlements to leave without pay, so you would have to approve those requests. And just like other categories of leave, leave without pay should be requested and approved consistent with the established procedures and supervisory instructions.



Nancy, we have a question from Kathleen. What type of leave is used for excused absences?

That is kind of that broad category. You know, I am not up to speed on timecard coding, but it is broken down. It may be an excused absence for weather. I believe in QuickTime, it has some of those categories broken out. That would be something to check with the timekeeper. These are all kinds of excused absence or administrative leave.

And a question from Jason. Is there a bank of time people can use for leave share if they don't get enough time donated directly to them? And if not, what happens if an employee gets more time donated than they use?

If an employee doesn't get the amount of leave that they need, then their time is usually coded as leave without pay, because there is no other leave available to that employee. If they get no donations and they've exhausted all of their annual and sick leave, then the employee would have to take LWOP. I am not sure what's happened to the excess leave in a leave recipient's leave bank. If that goes -- I don't actually know. There is not one general leave bank that then we can pay other recipients from. I believe some agencies have a leave bank, but we specifically donate leave to a certain person and not to a general bank of leave.

Thanks, Nancy.

You bet. The last category is absence without leave or AWOL. This is an unauthorized absence, and authorized non-pay absence. This is the only category of leave that is charged by the minute. So if an employee is 24 minutes late to work and there is not an excuse and they didn't request leave, you are not going to prove that absence, they would be charged 24 minutes of AWOL. AWOL is not disciplinary action, but it can be grounds for taking disciplinary action. And this is one of the key points when you are dealing with employee time and attendance issues, really tardiness, early departure, someone is just disappearing from work or not coming in and not requesting leave. You want to make sure you charge AWOL instead of say giving the employee the opportunity to submit a leave slip. If someone is an hour late to work with no good reason and you allow them to submit a leave slip for annual leave, you are authorizing that absence, and because you have authorized that absence, you cannot take disciplinary action for that, because you said after the fact that it's okay. That's the importance of charging AWOL. There may be instances where you want to allow an employee to request annual leave and grant annual leave after the fact, or if you determine what the circumstances were. But if there were no reasonable reason for that person not to have been at work, then you should charge AWOL.

Any questions?

I don't have any in the chat box.

Nothing in the chat box?

Nope.

Was just bring this all together and talk into more detail about the common attendance and leave issues. We are talking about tardiness, frequent unscheduled absences, failure to follow proper procedures and request leave and proper approval, extended lunch breaks, early departure without approval and unsupported sick leave absences.

Next slide. Let's talk about some of the preventative measures you have as a supervisor. You may want to offer suggestions of what you can do [Indiscernible].

A couple of comments are coming in. Have established guidelines for using leave. Set expectations. Set it out your departmental policies. Establish an SOP for requesting leave. Plan ahead, know what's coming, pay attention to leave balances, including employee input. Allow employee input when developing schedules and first-come, first-served.

Okay. I think you have them all. Good job. I think following all of those ideas will go a long way to help prevent some time, attendance and leave issues. Especially being clear about what your establish procedures are, and that can just be as simple as a supervisory memo to all your employees. Just be mindful of any bargaining issues you have if you are operating with a union.

About reactive measures, once we have a potential problem with an employee -- regarding time, attendance and leave. What are some things you as a supervisor could do at that point?

A couple of things coming in, nip in the bud early, talk to the employee, ask what happened, document, document, document, remind them of policy and review SOPs.

Excellent! I don't think we talked too much about the document, document, document. That's important. I would just advise try to keep track of your employees. If somebody is calling in sick, make a note under daily calendar or however you keep track of things, and when someone called in and what they said and what was the time they called in, so you know whether they were following procedures you established. You're right, you want to get the facts. Don't jump to conclusions. Oftentimes, there can be a legitimate reason for an employee being late, missing work or things come up. Life happens. Talk to the employees and don't jump the gun and assume the worst before you get the facts. Make sure you take corrective, appropriate corrective action. Work with your servicing employee relations specialist. They will help you get things in order so you take action properly. Definitely start with nondisciplinary actions such as counseling to get someone back on the right track. Let them know you are paying attention. Reiterate the proper procedures, what they're tour of duty is and your expectations. If you continue to have problems, [Indiscernible] disciplined with a letter of warning or a reprimand. If the problem continues, you will probably move for a short suspension to potentially a longer suspension, to suggesting they move on. Your

employee relations specialist can help you through the hurdles of disciplinary action. Make sure you charge an AWOL when appropriate. Consistency and fairness in dealing with your employee. Again, be mindful of many labor-management obligations, and work with your employee relations specialist.

The last couple of slides, I'm not really going to discuss it all. I'm providing them here just for your reference and use if you ever have a need to indicate with [Indiscernible] time and attendance issues. These are talking points I've accumulated over the years and I'm providing them to you for you to pick and choose if any of them fit your circumstances, then you can use them. Compiling your list of talking points when you call an employee and to talk about problems.

Do we have any other questions? That was all I had prepared. I'm happy to entertain questions. I know you have some questions up front about timesheet coding. I am not really the expert on that. If you have any questions, feel free to just throw them out there and we will see if we can get through them.

Will all of the slides will be made available? Yes.

Okay, Becky asks, is there a way to audit if leave requests or extra hours requests were approved prior to payroll being certified? Timekeepers catch them typically, but any reports that could be run?

I have no idea. That would probably be a timekeeper question.

Okay. Can you repeat if 12 month plus temporary employees qualify for FMLA?

If someone is on an appointment of less than one year, they do not. But they need to have at least 12 months of service to be eligible.

Okay. Diane asked, what about employees with disabilities, is being deaf and not hearing the alarm a reason to grant leave after the fact?

I'm not sure I fully understand the question. Did they not do something were supposed to do because of their disability?

Looks like she's typing in; one second.

Employee arrives to work late. Says can't hear the alarm to wake up.

It is an employee's responsibility to come to work as scheduled, and it is up to that employee to figure out a way to make sure they get to work on time.

Okay, thanks. [Indiscernible] asks, is there a specific amount of time that would be considered abuse of leave?

There is no real number. I think when you start to see patterns, that's generally a clear indication of potential abuse. I think over the years where employees are habitually calling in sick on a Friday, a Monday or the day before or after a long weekend, that's a clear pattern for potential leave abuse. If somebody is frequently late, that could be potentially abused. If they are consistently requesting unscheduled leave at the last minute, something comes up where it just is happening so frequently is not quite believable. We don't want to come to conclusions -- ask an employee specialist and the facts and approach it from there.

Okay. Christian asked, are we required to code a 30 minute lunch break for employees even if they don't get a full break?

Employees yes, are required to have at least a 30 minute lunch break when they are working more than six hours.

Okay, and Becky asks, is the official record in QuickTime or would paper leave requests hold up in audit?

Paper leave requests would definitely hold up. I often request leave with my supervisor via email because I'm on a maxi-flex schedule. If I want to take the second Friday of the pay period off, take annual leave -- I may not know how many hours I'm going to take until I get to that second Thursday, based on how many hours I worked. So, something that shows that leave has been requested and approved or requested consistent with supervisory instructions and established procedures [Indiscernible] fine. There may be units out there that are not as connected IT-wise as others. I don't know if every employee is connected to QuickTime at this time across the service, so paper would certainly be fine.

A question from Phyllis, can we allow the employee to work through lunch?

They should not be doing that. No. They should not be working through lunch and then moving on. As management, you should be making sure that lunch is taken. Because an employee could later come back and say, now I want to be compensated for that time. If we were aware of that, that is considered committed work, which would put us in that position where we would need to pay the employee. We should be making sure the proper schedule is followed, and that requires at least a 30 minute lunch break.

Kathleen asked, what if the employee refuses to take a lunch break?

You give them a direct order. They are not being paid, and they are not to work. Failure to comply with this direct order could result in disciplinary action, and you kind of hate to get to that point that you may have to be that heavy-handed.

Becky asked, are WG or wage grade employees entitled to a 15 minute break?

Generally the policy across the Park Service, all employees are essentially entitled to a 15 minute break.

She clarified, paid break.

That is paid time -- yes.

What if your employee works in a remote area and there is not a place to take a lunch away from the public?

They have to get creative. They are still entitled to a 30 minute break.

And Becky asks, if you could include the source regarding the paid 15 minute break with the slides?

Okay. Okay folks, we only have three minutes left, if you have any other questions, please type of them and quickly.

There is nothing else in the chat box, Nancy.

Okay. If anything comes to mind, my contact information is at the end of the slide. You can call and I will do what I can to answer questions or point you in the right direction if something comes up that I don't have the answer to. I appreciate your participation this afternoon.

Great. Thank you so much Nancy. Participants, there's just one session starting at 4 PM Eastern. There's nothing else in classroom B for the rest of the day.

Thank you.