




Administrative Circular

Commonwealth of Pennsylvania

Governor's Office

Administrative Circular 23-01 – Inauguration Day

Date: January 5, 2023

By Direction of: 
Michael Newsome, Secretary of Administration

Contact Agency: Office of Administration, Human Resources and Management, Office of Employee Relations and Workforce Support, Bureau of Employee Benefits, Telephone 717.787.9872

This circular provides policy regarding the closing of certain administrative offices for Inauguration Day, January 17, 2023.

To minimize traffic and parking difficulties, non-essential, onsite employees under the Governor's jurisdiction scheduled to work at administrative offices within the Capitol Complex on Inauguration Day, January 17, 2023, are excused from official duties on that day consistent with operational requirements of each agency.

All employees who are authorized and equipped to telework under a temporary or permanent telework agreement (including full-time and part-time telework arrangements) are required to work from their alternate worksite during their full, regularly scheduled work shift, even if they were scheduled to physically report to their headquarters office or another work site. Otherwise, leave must be charged for time not worked, subject to supervisory approval based on operational requirements.

Capitol Complex, for purposes of this circular, is defined as the following buildings:

- 225 Market Street
- Bowman Worth Building
- Capitol Associates Building
- Capitol Building
- Capitol East Wing
- Commerce Building (300 N. 2nd Street)
- DGS High Voltage Substation
- Eastgate Building
- Finance Building
- Forum Building
- Forum Place
- Fulton Bank Building
- Harristown I (Strawberry Square Tower)
- Harristown II (333 Market Street)
- Harristown III (Commonwealth Tower)
- Health and Welfare Building
- Irvis Office (South Office) Building
- Judicial Center
- Keystone Building
- Labor and Industry Building
- Market Square Plaza (17 N. 2nd Street)
- North Office Building
- Northwest Office Building
- Pitnick Building
- PSERS Building (5 N. 5th Street)
- Rachel Carson State Office Building

- Ryan Office Building
- SERS Building (30 N. 3rd Street)
- State Museum and Archives Building

See *Management Directive 530.17, Partial and Full-Day Closings of State Offices*, for policies.