

OCHR FACTSHEET

December 26, 2014 Holiday

Issued: December 2014

SPECIAL ISSUE

This Fact Sheet:

- Identifies an additional holiday granted by Executive Order for December 26, 2014
- Provides clarification on time and attendance requirements
- Provides clarification on the requirement to have designated employees report to work
- Provides response to FAQs

Background

By Executive Order the President on December 5, 2014 granted a holiday closure for Friday, December 26, 2014.

Guidance

- Time and attendance records should reflect “holiday” versus administrative leave for this day.
- Employees normally scheduled to work December 26, 2014 who are excused from work will receive a paid day off at their basic rate of pay without charge to leave in accordance with holiday closure procedures — this provision does not apply to firefighters under special pay regulations.
- Employees normally scheduled and required to work December 26, 2014 will receive holiday premium pay as appropriate in addition to their regular pay
- Employees must be in a paid or paid time off status on their scheduled workdays either before or after a holiday in order to be entitled to regular pay for that day. Employees who are in a non-pay status for the workdays immediately before and after a holiday may not receive compensation for that holiday. Supervisors who have employees on LWOP or other non-paid status should consult with their servicing human resources office for additional guidance.
- Employees who have December 26 as an RDO will observe an “in lieu of” holiday on the previously scheduled workday. For most employees that will be Wednesday, December 24. Supervisors with employees who have other than a Monday-to-Friday work week should consult their servicing human resources office for additional guidance.
- Employees who have “use or lose” leave scheduled on this holiday or an alternate in lieu of extra holiday, such leave must be rescheduled, donated or forfeited; leave that is forfeited under these circumstances will not qualify for restoration of use or lose leave.

	DEC 24	DEC 25	DEC 26	DEC 29
Compressed Work Schedule - Friday RDO	In Lieu of Holiday (LH)	LH	RDO	RG
Compressed Work Schedule - Monday RDO	RG	LH	LH	RDO
Standard Work Schedule	RG	LH	LH	RG



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Frequently Asked Questions

Q1. Are employees who are scheduled to take paid leave on Friday December 26, charged leave?

A1. Employees who are scheduled to take paid leave on Friday, December 26, will not be charged leave, except for firefighters under special pay regulations.

Q2. Will employees forfeit “use or lose” annual leave scheduled for Friday, December 26?

A2. If an employee has scheduled “use or lose” annual leave for Friday, December 26, and is unable to reschedule that leave for use before the end of the leave year (i.e., for most employees, January 10, 2015) the leave will be forfeited. When “use or lose” leave is forfeited under these conditions, the law does not permit restoration of the leave.

Q3. Are part-time or intermittent employees entitled to “in lieu of” Holidays?

A3. No, there is no authority to grant “in lieu of” holidays to part-time or intermittent employees. Part-time employees are entitled to a holiday only if they have a regularly scheduled basic (i.e., non-overtime) tour of duty on the actual holiday (i.e. Friday, December 26, 2014). Intermittent employees do not have a regularly scheduled tour of duty and may not be paid for holidays not worked. Agencies may exercise their discretionary authority to grant excused absence (administrative leave) to part-time employees whose offices are closed on a day they are scheduled to work and when most full-time employees will be absent due to the in lieu of holiday on that day.

Q4. If I have to travel on Friday, December 26, will I get Holiday Premium Pay?

A4. No, holiday premium pay is for hours of work. Travel time is not considered hours of work although the rules for normal travel compensation would apply.

Q5. Are all federal employees entitled to holiday premium pay?

A5. No, if required to perform duties on a holiday, members of the Senior Executive Service (SES) are not entitled to holiday premium pay.

For additional information

- Federal Holidays - Work Schedules and Pay at www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/holidays-work-schedules-and-pay
- Compressed Work Schedules at www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/alternative-work-schedules-compressed-work-schedules
- Flexible Work Schedules at www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/alternative-flexible-work-schedules

Still Need Assistance?

For additional questions on this issue email the DON HR FAQ box at DONhrfaq@navy.mil.

