

DEPARTMENT OF THE ARMY
HEADQUARTERS JOINT READINESS TRAINING CENTER and FORT POLK
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 04-03

7 January 2003

2003 HOLIDAY SCHEDULE

1. In accordance with Section 6103 (a) of Title 5, United States Code, the following are designated as legal public holidays:

a. Holiday	b. Day/Date Designated
NEW YEAR'S DAY	Wednesday, 1 January
BIRTHDAY OF MARTIN LUTHER KING, JR.	Monday, January 20
WASHINGTON'S BIRTHDAY	Monday, February 17
MEMORIAL DAY	Monday, May 26
INDEPENDENCE DAY	Friday, July 4
LABOR DAY	Monday, September 1
COLUMBUS DAY	Monday, October 13
VETERAN'S DAY	Tuesday, November 11
THANKSGIVING DAY	Thursday, November 27
CHRISTMAS DAY	Thursday, December 25
NEW YEAR'S DAY	Thursday, 1 January 2004

When a holiday falls on a non-workday outside a full-time employee's basic workweek of Monday through Friday, the day to be treated as his or her holiday is the first workday preceding the non-workday except, if the non-workday is Sunday, the next workday is the holiday.

2. To assist managers and supervisors in establishing projected work schedules and determining an employee's day off for observance of the holidays which will occur in CY 03, the following guidance will be observed.

3. FULL-TIME EMPLOYEES:

a. All full-time civilian employees paid from appropriated funds who have a regularly scheduled 5-day workweek with the tour of duty being Monday thru Friday, and whose presence is not required to perform essential duties, will be excused from duty without loss of pay or charge to leave on the dates shown in paragraph 1, column b above, and receive their basic rate of compensation for that day.

b. In the case of employees who have an irregular tour of duty, other than Monday thru Friday, and the holiday falls on a non-workday, the day to be treated as his or her "in lieu of" holiday is the workday immediately before the non-workday.

4. ALTERNATIVE WORK SCHEDULES: Full-time employees on flexible or compressed work schedules who are not scheduled to work on a holiday receive an "in lieu of" holiday on the preceding workday.

a. Flexible Work Schedules. A full-time employee on a flexible work schedule is entitled to 8 hours of pay on a holiday when the employee does not work. A full-time employee on a flexible work schedule who is required to perform nonovertime work on a holiday may not receive more than 8 hours of holiday premium pay. When two or three holidays fall within the same pay period, it may be necessary to make arrangements for full-time employees on a 5/4-9 flexible schedule (or other flexible schedules under which employees work more than 8 hours a day) to work extra hours during other regularly scheduled workdays (or take annual leave or use credit hours or compensatory time off) in order to fulfill the 80-hours biweekly work requirement. Employees on flexible work schedules who take annual leave or use compensatory time off or credit hours, instead of working more than 8 nonovertime hours that were regularly scheduled for a holiday, may receive more than 8 hours of basic pay for that day. However, no more than 8 hours of that pay may be for the unworked holiday.

b. Compressed Work Schedules. An employee on a compressed work schedule who does not work because of a holiday is paid his or her rate of basic pay for the number of hours of the compressed work schedule on the holiday. A full-time employee on a compressed work schedule who performs nonovertime work on a holiday is entitled to his or her rate of basic pay plus holiday premium pay for that work which is not in excess of the employee's compressed work schedule for that day.

5. PART-TIME EMPLOYEES: All part-time civilian employees paid from Appropriated funds (except those paid on an hourly basis who have appointments limited to 90 days or less, unless they have been currently employed for a continuous period of more than 90 days under one or more appointments without a break in service) and who have regularly scheduled tours of duty will be paid for excused absence on holidays that fall within their tours of duty.

This holiday treatment applies only to the actual calendar days

on which the holiday falls, identified in paragraph 1, column b. above, since no entitlement to a day in-lieu of a holiday exists. However, when an activity is closed on an in-lieu of holiday that falls on a part-time employees regularly scheduled workday, the employee, if prevented from working on that day, will be granted the day off administratively with no charge to leave. Part-time employees who work during nonovertime hours on a holiday are entitled to holiday premium pay for the number of hours of holiday work, not to exceed eight. However, employees on compressed work schedules are entitled to basic pay for the number of hours of the compressed work schedule on that day.

6. INTERMITTENT EMPLOYEES: Employees working on an intermittent basis may not be paid for holidays on which no work is performed.

7. CIVILIAN EMPLOYEES PAID FROM NONAPPROPRIATED FUNDS: All full-time and part-time civilian employees paid from NAF who have a 5-day regularly scheduled workweek with the tour of duty scheduled Monday through Friday and whose presence is not required to perform essential duties will be excused from duty without loss of pay or charge to leave on the dates shown in paragraph 1, column b above, and receive their basic rate of compensation for that day. However, in the case of regularly scheduled full-time or part-time employees (who work at least five days per week and who have an irregular tour of duty, the holiday will be the day of the regularly scheduled administrative workweek that immediately precedes or immediately follows the legal holiday. Management may designate alternative days to be observed as the holiday when strict observance of the "days preceding or day following" rule would result in disruption to the NAFI. Employees will be informed 2 weeks in advance of the date that they are to observe a particular holiday.

8. Those employees not excused in accordance with the above guidance, because their services are required, will be entitled to premium pay. For further information or assistance, contact the Civilian Personnel Advisory Center, telephone 531-4020.

//Original Signed//

DONALD R. MALLETT

Director of Civilian Personnel
Advisory Center

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