

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

CIVILIAN PERSONNEL  
BULLETIN NO. 05-04

5 January 2004

**2004 HOLIDAY  
and TRAINING/LIBERAL LEAVE SCHEDULES**

1. In accordance with Section 6103 (a) of Title 5, United States Code, the following are designated as legal public holidays. Specific guidance on training and liberal leave days is also provided.

<b>a. HOLIDAY</b>	<b>b. DAY/DATE DESIGNATED</b>	<b>c. TRAINING/ LIBERAL LEAVE</b>
NEW YEAR'S DAY	1 January, Thursday	2 January
BIRTHDAY OF MARTIN LUTHER KING, JR.	19 January, Monday	16 January
WASHINGTON'S BIRTHDAY	February 16, Monday	13 February
MEMORIAL DAY	May 31, Monday	28 May
INDEPENDENCE DAY	July 5, Monday	July 2
LABOR DAY	September 6, Monday	September 3
COLUMBUS DAY	October 11, Monday	October 8
VETERAN'S DAY	November 11, Thursday	November 12
THANKSGIVING DAY	November 25, Thursday	November 26
CHRISTMAS DAY	December 24, Friday	December 23
NEW YEAR'S DAY 2005	December 31, Friday	December 30

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 04, 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. **TRAINING/LIBERAL LEAVE DAYS:** A liberal leave policy will be in effect for days identified in Paragraph 1, column c for civilian employees at Fort Polk (except MEDDAC personnel) to the extent that necessary services and mission accomplishments are not adversely affected. Upon request, all other civilian employees whose services are not required, will be granted annual leave or leave without pay, as appropriate, on that date. Employees who do not have leave to their credit or who do not wish to take leave and whose services cannot be utilized on their regular job on that date, will be assigned to other acceptable work. Supervisors of such employees should make every attempt to find suitable work within their organization. The Civilian Personnel Advisory Center should be contacted at telephone 531-4020 for assistance in arranging for necessary work outside organizational boundaries.

9. Those employees not excused in accordance with the above holiday 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.

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Advisory Center

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