



December 15, 2008

MEMORANDUM FOR ALL TIMEKEEPERS

FROM: TAMI M. HENRY
CHIEF, NATIONAL PAYROLL BRANCH (BCEC)

SUBJECT: Timekeeping Procedures for Holiday for Government
Departments and Agencies on Friday, December 26, 2008

On December 12, 2008, President George W. Bush issued an Executive Order granting an additional holiday for Federal employees for the scheduled workday on Friday, December 26, 2008. The Executive Order excludes those, who in the judgment of the head of the agency, cannot be excused for reasons of national security, defense, or other essential public business. This period of time will be considered a holiday for pay, leave and hours-of-duty purposes.

In an attempt to answer questions regarding the proper recording of the holiday, we are providing some examples of how the more common circumstances should be handled on the Electronic Time and Attendance Management System (ETAMS) record.

The scheduled workday on Friday, December 26, 2008, will be treated as falling within the scope of Executive Order 11582 and 5 U.S.C. 5546 and 6103(b). If an employee is not excused because their services are required, they will be paid holiday premium pay for work performed during their regularly scheduled non-overtime tour of duty on that day. An employee may **not** earn compensatory time off for work performed during their regularly scheduled non-overtime tour of duty on that day.

An employee with an intermittent tour of duty or an employee paid daily, hourly, or piecework basis is not considered a "regular employee", as defined in 5 CFR 610.303(b), and will not be entitled to pay for their workday on Friday, December 26, 2008. Employees under this definition will not be paid unless the employee actually performs work during that period of time. In addition, an employee will **not** be entitled to pay for the designated holiday period when in a non-pay status. This would include employees in non-pay status at the end of the first half of the workday on Wednesday, December 24, 2008, and at the beginning of the first workday after that period.

Employees who have already received approval for leave for the workday on Friday, December 26, 2008, will not be charged leave for that period of time. This includes the employee's period of time off in lieu of the designated holiday period. Employees who have scheduled "use or lose" annual leave for that period of time will forfeit such leave, unless they make arrangements to schedule another period of annual leave before the end of the leave year. The leave year ends on pay period ending (PPE) January 3, 2009. The late addition of this holiday is not an appropriate justification for the restoration of unused annual leave.

EXAMPLES:

1. Full-Time (regular eight-hour schedule) Employee. Since Friday, December 26, 2008 is a Federal holiday by Executive Order of the President, enter nothing on ETAMS to reflect the excused absence.
2. Compressed Work Schedule (5/4-9 or 4/10) Employee. If the employee's scheduled day off would be Friday, December 26, 2008, then Wednesday, December 24, 2008, becomes the "in-lieu-of" holiday. The employee is entitled to the number of hours he or she was scheduled to work. For example, if Friday falls on a nine-hour basic workday, the employee's holiday is nine hours.
3. Flexible Work Schedule Employee. Since Friday, December 26, 2008, is a Federal holiday by Executive Order of the President, enter nothing on ETAMS to reflect the excused absence. The employee is entitled to eight hours of pay on a holiday when the employee does not work.
4. Part-time Employee. Part-time employees who are excused from work on a holiday receive their rate of basic pay for the hours they are regularly scheduled to work on that day, enter nothing on ETAMS to reflect the excused absence.