

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS NOTICE

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51-19

12/17/19

## FEDERAL HOLIDAYS IN CALENDAR YEAR 2020

### I. PURPOSE

This notice announces the Federal holidays in Calendar Year 2020, the methods for determining the day of observance when a holiday falls on a non-workday, and the dates that employees are to observe holidays when their shifts span across two calendar days.

### II. LEGAL PUBLIC HOLIDAYS

Federal law establishes the following as legal public holidays:

New Year's Day, January 1

Birthday of Martin Luther King, Jr., the third Monday in January

Washington's Birthday, the third Monday in February

Memorial Day, the last Monday in May

Independence Day, July 4

Labor Day, the first Monday in September

Columbus Day, the second Monday in October

Veterans Day, November 11

Thanksgiving Day, the fourth Thursday in November

Christmas Day, December 25

Attachment 1 lists the dates Agency employees will observe each holiday in 2020, based on work schedules.

### III. DETERMINING DAY FOR OBSERVANCE OF THE HOLIDAY

A. The day set for an employee's observance of a holiday depends on the employee's tour of duty and the status of the day on which the holiday falls. If a holiday falls on a scheduled workday, employees observe the holiday on that day. When a holiday falls on a day on which employees are not scheduled to work, a day is designated as an in lieu of holiday. Agencies do not have

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**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 1/1/21

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discretion for designating in lieu of holidays. They are to follow procedures prescribed by Executive Order (E.O.) 11582.

B. The general rule for identifying in lieu of holidays is as follows:

1. If the holiday falls on a Sunday non-workday, employees observe the holiday on their next scheduled workday.

**NOTE:** No holidays in calendar year 2020 fall on a Sunday.

2. If the holiday falls on a non-workday other than Sunday, employees observe the holiday on the preceding workday. For example, an employee is on a 4/10 compressed schedule working Tuesday through Friday. Memorial Day falls on Monday, May 25 during the 2020 calendar year. The employee would observe the holiday on Friday, May 22.

C. The exception to this general rule applies to employees who work a schedule that includes Sunday as part of their basic workweek. For these employees, the rule for identifying in lieu of holidays is as follows:

1. If the holiday falls on a Friday non-workday, employees observe the holiday on their next scheduled workday. For example, the employee's work schedule is Sunday through Thursday. Christmas Day falls on Friday, December 25 during the 2020 calendar year. The employee would observe the holiday on Sunday, December 27.
2. If the holiday falls on a non-workday other than Friday (i.e., Saturday), employees observe the holiday on the preceding workday.

D. Employees who are relieved or prevented from working on the holiday are entitled to basic pay for the number of hours of the basic tour of duty they would have worked if the day had not been a holiday.

1. For full-time employees under a Maxiflex schedule, employees are credited with a maximum of 8 hours of basic pay on the holiday even if they would normally work more hours on that day.
2. For employees under compressed work schedules, if a holiday falls on a 9- or 10-hour day, the employees' holiday is 9 or 10 hours, respectively.

E. Employees who are required to work on the holiday are entitled to holiday premium pay for the hours worked within their basic tour of duty. This premium pay is in addition to their basic pay. Employees under a Maxiflex schedule may only receive holiday premium pay for up to 8 hours of work.

F. For inspection program personnel (IPP), the inspector-in-charge (IIC) or the supervisor is to notify the establishment official of specific calendar days IPP will take as holidays according to the provisions in this notice. The IIC or supervisor is to post a notice on the bulletin board in the Government office listing the scheduled holidays employees will observe. Attachment 1 may be used for this purpose.

#### **IV. SHIFTS SPANNING TWO CALENDAR DAYS**

A. Some IPP have work schedules that span across two calendar days, (e.g., the shift begins at 11 p.m. and runs through 7:30 a.m. the next day). In accordance with E.O. 11582, the holiday is to be observed on the day on which the holiday begins. For example, Thanksgiving falls on

Thursday, November 26. Employees whose shift spans across two calendar days would report for work Wednesday night, November 25, and work as usual into Thursday (Thanksgiving) morning. These employees would observe the Thanksgiving holiday on the shift that begins on Thursday night, November 26, at 11 p.m.

B. The Agency is to follow the instructions established by E.O. 11582. Although the day on which these employees are to observe the holiday does not necessarily coincide with the day on which an establishment observes the holiday, FSIS does not have the authority to adjust the day of observance for its employees, nor does it have the authority to instruct an establishment when to observe the holiday.

## **V. INTERMITTENT EMPLOYEES**

Intermittent employees do not have a regularly scheduled tour of duty and are not entitled to holiday pay or leave for Federal holidays. However, these employees do receive basic pay for hours of work performed on a holiday (e.g., an intermittent employee who works 4 hours on a holiday would receive 4 hours of basic pay).

## **VI. PART-TIME EMPLOYEES**

Part-time employees are paid for a holiday when it falls on a day included in their regularly scheduled tour of duty. If they are excused from duty on a holiday, they receive basic pay for all hours of the day's scheduled tour of duty. If they work on the holiday, they receive holiday premium pay for hours worked in addition to basic pay. While part-time employees are not entitled to in lieu of holidays, they may be given administrative leave if they are prevented from working on the in lieu of holiday.

## **VII. QUESTIONS**

Refer questions to the Human Capital Planning and Accountability Branch in the Office of Management, Office of Human Resources, Human Resources Business Systems Division at [PayAndLeaveGuidance@usda.gov](mailto:PayAndLeaveGuidance@usda.gov).



Assistant Administrator  
Office of Policy and Program Development

**FEDERAL HOLIDAYS IN CALENDAR YEAR 2020 FOR FULL-TIME EMPLOYEES**

<b>LEGAL HOLIDAY</b>	<b>MONDAY - FRIDAY</b>	<b>SUNDAY - THURSDAY</b>	<b>TUESDAY – SATURDAY</b>	<b>MONDAY - THURSDAY</b>
New Year’s Day January 1 Wednesday	January 1 Wednesday	January 1 Wednesday	January 1 Wednesday	January 1 Wednesday
Birthday of Martin Luther King, Jr. January 20 Monday	January 20 Monday	January 20 Monday	January 18* Saturday	January 20 Monday
Washington’s Birthday February 17 Monday	February 17 Monday	February 17 Monday	February 15* Saturday	February 17 Monday
Memorial Day May 25 Monday	May 25 Monday	May 25 Monday	May 23* Saturday	May 25 Monday
Independence Day July 4 Saturday	July 3* Friday	July 2* Thursday	July 4 Saturday	July 2* Thursday
Labor Day September 7 Monday	September 7 Monday	September 7 Monday	September 5* Saturday	September 7 Monday
Columbus Day October 12 Monday	October 12 Monday	October 12 Monday	October 10* Saturday	October 12 Monday
Veterans Day November 11 Wednesday	November 11 Wednesday	November 11 Wednesday	November 11 Wednesday	November 11 Wednesday
Thanksgiving Day November 26 Thursday	November 26 Thursday	November 26 Thursday	November 26 Thursday	November 26 Thursday
Christmas Day December 25 Friday	December 25 Friday	December 27* Sunday	December 25 Friday	December 24* Thursday

Refer to the body of the notice for further guidance regarding employees working compressed or flexible tours of duty, or for guidance regarding employees working shifts that span across two calendar days.

\*Designates in lieu of holiday