

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

FSIS NOTICE	58-20	10/20/20
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FEDERAL HOLIDAYS IN CALENDAR YEAR 2021

I. PURPOSE

This notice announces the Federal holidays in Calendar Year 2021, 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

NOTE: Inauguration Day, January 20, 2021, falls on a Wednesday. Employees whose official duty station is in the District of Columbia, Montgomery or Prince George's Counties in Maryland, Arlington or Fairfax Counties in Virginia, or the cities of Alexandria or Fairfax in Virginia, and who are regularly scheduled to perform non-overtime work on Inauguration Day, are entitled to a holiday. There is no in lieu of holiday for employees who are not regularly scheduled to work on Inauguration Day.

Attachment 1 lists the dates Agency employees will observe each holiday in 2021, based on work schedules.

DISTRIBUTION: Electronic; All Field Employees

NOTICE EXPIRES: 11/1/21

OPI: OPPD

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 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. In 2021, the Fourth of July falls on a Sunday. Therefore, Monday will be a holiday for most employees.
2. If the holiday falls on a non-workday other than Sunday, employees observe the holiday on the preceding workday. For example, Christmas Day falls on a Saturday. Employees who work Monday – Friday would observe the holiday on Friday, December 24.

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. New Year's Day falls on Friday, January 1, during the 2021 calendar year. The employee would observe the holiday on Sunday, January 3.
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, of 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). By E.O. 11582, the holiday is to be observed on the day on which the holiday begins. For example, Thanksgiving falls on Thursday, November 25. Employees whose shift spans across two calendar days would report for work Wednesday night, November 24, and work as usual into Thursday (Thanksgiving) morning. These employees would observe the Thanksgiving holiday on the shift that begins on Thursday night, November 25, 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.



Assistant Administrator
Office of Policy and Program Development

FEDERAL HOLIDAYS IN 2021 FOR FULL-TIME EMPLOYEES

LEGAL HOLIDAY	MONDAY - FRIDAY	SUNDAY - THURSDAY	TUESDAY – SATURDAY	MONDAY - THURSDAY
New Year's Day January 1 Friday	January 1 Friday	January 3* Sunday	January 1 Friday	December 31* Thursday
Birthday of Martin Luther King, Jr. January 18 Monday	January 18 Monday	January 18 Monday	January 16* Saturday	January 18 Monday
Washington's Birthday February 15 Monday	February 15 Monday	February 15 Monday	February 13* Saturday	February 15 Monday
Memorial Day May 31 Monday	May 31 Monday	May 31 Monday	May 29* Saturday	May 31 Monday
Independence Day July 4 Sunday	July 5* Monday	July 4 Sunday	July 6* Tuesday	July 5* Monday
Labor Day September 6 Monday	September 6 Monday	September 6 Monday	September 4* Saturday	September 6 Monday
Columbus Day October 11 Monday	October 11 Monday	October 11 Monday	October 9* Saturday	October 11 Monday
Veterans Day November 11 Thursday	November 11 Thursday	November 11 Thursday	November 11 Thursday	November 11 Thursday
Thanksgiving Day November 25 Thursday	November 25 Thursday	November 25 Thursday	November 25 Thursday	November 25 Thursday
Christmas Day December 25 Saturday	December 24* Friday	December 23* Thursday	December 25 Saturday	December 23* 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 2 calendar days.

*Designates in lieu of holiday