

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

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# FSIS NOTICE

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65-18

12/3/18

**NATIONAL DAY OF MOURNING FOR PRESIDENT GEORGE H.W. BUSH;  
FEDERAL GOVERNMENT CLOSURE ON WEDNESDAY, DECEMBER 5, 2018**

## I. PURPOSE

As the Nation mourns the loss of President George H. W. Bush, President Trump has taken official action to allow Federal employees to join their fellow citizens in remembering our forty-first President of the United States. The President has issued an Executive order to close Federal offices and excuse all Federal employees from duty for the scheduled workday on Wednesday, December 5, 2018, except 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. Essential FSIS program employees are to report to work on December 5, 2018, and will receive holiday premium pay, as detailed below.

## II. TIMEKEEPING HOLIDAY INSTRUCTIONS

A. Transaction code (TC) 66, Paid Holiday Time Off, will be granted to employees. Employees who cannot be excused are to report to work and will receive holiday premium pay, TC code 31.

B. Employees with leave scheduled (e.g., annual or sick leave) for December 5, 2018, will not be charged personal leave. Rather, they will be granted paid holiday time off for the time that personal leave was scheduled.

C. Full-time employees under a standard work schedule (5 8-hour days/40-hour workweek) are entitled to 8 hours of paid holiday time off if they are excused from work.

D. Employees on flexible work schedules (e.g., maxiflex) are entitled to 8 hours of paid holiday time off if they are excused from work. If an employee is on a maxiflex schedule, and was not scheduled to work on Wednesday, December 5, 2018, they are to select another day off within the same pay period.

E. Employees on compressed schedules, for whom Wednesday, December 5, 2018 is their Scheduled Day Off (SDO), are to observe an in-lieu of holiday on Tuesday, December 4, 2018, for the number of hours they were scheduled to work. If they are directed to work on Tuesday, December 4, 2018, they will receive holiday premium pay.

F. Part-time employees are entitled to a holiday only when the holiday falls on a day when they would otherwise be required to work.

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**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 12/1/19

**OPI:** OPPD

G. Employees who have “use or lose” annual leave scheduled for Wednesday, December 5, 2018, are to re-schedule their leave. If they are unable to reschedule their leave, it will be forfeited; the law does not permit restoration of leave under these conditions.

H. For additional guidance (e.g., entitlement of employees in a travel status on December 5, 2018, entitlement of employees to overtime and compensatory time) please see ([National Day of Mourning for President George H. W. Bush](#)) from the Office of Personnel Management.

I. No holiday charge should be made to industry for December 5, 2018 because this is not one of the ten holidays cited in 9 CFR 307.5(b) or 381.38(b). However, any time worked outside of the establishment’s normal schedule of operations should be charged as reimbursable overtime.

J. Any voluntary certification services should be charged to industry at the appropriate base or overtime rate. The overtime rate will be charged only if the establishment is in overtime status.

### III. QUESTIONS

Questions may be directed to the Human Capital Planning and Accountability Branch at [PayandLeaveGuidance@fsis.usda.gov](mailto:PayandLeaveGuidance@fsis.usda.gov).

A handwritten signature in cursive script that reads "Sabrina J. Wagner". The signature is written in black ink and is positioned above the typed name and title.

Assistant Administrator  
Office of Policy and Program Development