

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

FSIS NOTICE

70-18

12/20/18

FEDERAL GOVERNMENT CLOSURE ON MONDAY, DECEMBER 24, 2018

I. PURPOSE

The President has issued an Executive Order that closes all executive departments and agencies of the Federal Government and excuses their employees from duty on Monday, December 24, 2018, except those employees who, in the judgment of the head of the Agency, cannot be excused for reasons of national security, defense, or other public need. Essential FSIS program employees are to report to work on December 24, 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 24, 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 Monday, December 24, 2018, they are to select another day off within the same pay period.

E. Employees on compressed schedules, for whom Monday, December 24, 2018, is their Scheduled Day Off (SDO), are to observe an in-lieu of holiday on Friday, December 21, 2018, for the number of hours they were scheduled to work. If they are directed to work on Monday, December 24, 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.

G. Employees who have "use or lose" annual leave scheduled for Monday, December 24, 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.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 1/1/20

OPI: OPPD

H. For inspection program personnel with shifts spanning two calendar days, the December 24, 2018 holiday will be observed on the shift beginning on December 24.

I. No holiday charge should be made to industry for December 24, 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@usda.gov.

A handwritten signature in cursive script that reads "Sabrina J. Wagner".

Assistant Administrator
Office of Policy and Program Development