

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

FSIS NOTICE

59-17

10/25/17

HOLIDAYS IN 2018

I. PURPOSE

This notice announces the Federal holidays in 2018, 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 2 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 2018, based on work schedule.

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 must be designated as an in lieu of holiday. Agencies do not have

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discretion for designating in lieu of holidays; they must follow procedures prescribed by Executive Order (i.e., 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. So if Veteran's Day falls on Sunday, November 11, employees who work a Monday-Friday schedule would observe the holiday on Monday, November 12.
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. If Memorial Day falls on Monday, May 28, the employee would observe the holiday on Friday, May 25.

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. In calendar year 2018, there are no holidays that fall on a Friday. However, in some years there are holidays that fall on Friday. For example, during a year in which Veterans Day falls on Friday, November 11, an employee who works Sunday through Thursday would observe the holiday on Sunday, November 13.
2. If the holiday falls on a non-workday other than Friday (i.e., Saturday), employees observe the holiday on the preceding workday. In calendar year 2018, there are no holidays that fall on a Saturday. However, in some years there are holidays that fall on Saturday. For example, during a year in which Independence Day, July 4, falls on a Saturday, an employee who works Sunday through Thursday would observe the holiday on Thursday, July 2.

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 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 two calendar days, e.g., the shift begins at 11 p.m. and runs through 7:30 a.m. the next day. By Executive Order, the holiday must be observed on the day on which the holiday begins. For example, if Thanksgiving falls on Thursday, November 22, employees whose shift spans two calendar days would report for work Wednesday night, November 21 and work as usual into Thursday (Thanksgiving) morning. These employees would observe the Thanksgiving holiday on the shift that begins on Thursday night, November 22, at 11 p.m.

B. The Agency is to follow the instructions established by Executive Order. Although the day on which these employees must 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 actually worked 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 aren't entitled to in lieu of holidays, they may be given administrative leave if they are prevented from working on the in lieu of holiday. For example, Veterans Day, November 11, falls on a Sunday, so most federal offices are closed on Monday, November 12, to observe the holiday. A part-time employee who is normally scheduled to work on Monday is prevented from doing so because of the office closure. The employee could be excused from work and granted administrative leave for the number of hours he/she is normally scheduled to work on that Monday.

VII. QUESTIONS

Refer questions to the Employment, Classification and Compensation Branch in the Office of Management, Office of Human Resources, Human Resources Management Division.



Assistant Administrator
Office of Policy and Program Development

FEDERAL HOLIDAYS IN 2018 FOR FULL-TIME EMPLOYEES

| LEGAL HOLIDAY | MONDAY THROUGH FRIDAY | SUNDAY THROUGH THURSDAY | TUESDAY THROUGH SATURDAY | MONDAY THROUGH THURSDAY |
|---------------------------------------------------------------------|-------------------------|-------------------------|--------------------------|-------------------------|
| New Year's Day January 1 (Monday) | January 1 Monday | January 1 Monday | December 30* Saturday | January 1 Monday |
| Birthday of Martin Luther King, Jr. January 15 (Monday) | January 15 Monday | January 15 Monday | January 13* Saturday | January 15 Monday |
| Washington's Birthday February 19 (Monday) | February 19 Monday | February 19 Monday | February 17* Saturday | February 19 Monday |
| Memorial Day May 28 (Monday) | May 28 Monday | May 28 Monday | May 26* Saturday | May 28 Monday |
| Independence Day July 4 (Wednesday) | July 4 Wednesday | July 4 Wednesday | July 4 Wednesday | July 4 Wednesday |
| Labor Day September 3 (Monday) | September 3 Monday | September 3 Monday | September 1* Saturday | September 3 Monday |
| Columbus Day October 8 (Monday) | October 8 Monday | October 8 Monday | October 6* Saturday | October 8 Monday |
| Veterans Day November 11 (Sunday) | November 12* Monday | November 11 Sunday | November 13 Tuesday | November 12* Monday |
| Thanksgiving Day November 22 (Thursday) | November 22 Thursday | November 22 Thursday | November 22 Thursday | November 22 Thursday |
| Christmas Day December 25 (Tuesday) | December 25 Tuesday | December 25 Tuesday | December 25 Tuesday | December 25 Tuesday |

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