

Fort Knox CPAC...



HR Tip of the Week

IN LIEU OF HOLIDAY FOR EMPLOYEES ON ALTERNATIVE WORK SCHEDULES

The following guidance is related to the appropriate day off for employees participating in an Alternative Work Schedules (AWS) program and whose regular day off (RDO) falls on a Federal holiday. AWS includes both the 5-4/9 and the 4/10 work schedules. The general rule is that if a holiday falls on and is observed on a day that is an employee's RDO, the employee has the previous working day off as an "in lieu of" holiday. For example: Labor Day always falls on and is observed on a Monday; the previous workday (Friday for most employees) would be the "in lieu of" holiday. Further, if a holiday falls on a Saturday and is observed on Friday (the usual Federal practice), if an employee's RDO is that Friday, the "in lieu of" holiday would be Thursday. However, if a holiday falls on Sunday and is observed on Monday, if that Monday is an employee's RDO, Tuesday is the "in lieu of" holiday.

The following guidance applies to the upcoming Holidays and the coming leave year:

- November 11, 2011 (Veterans Day), falls on and is observed on Friday. If Friday is your RDO, the "in lieu of" holiday would be Thursday, November 10, 2011
- November 24, 2011 (Thanksgiving), falls on and is observed on Thursday. If Thursday is your RDO, the "in lieu of" holiday would be Wednesday, November 23, 2011
- December 25, 2011 (Christmas), and January 1, 2012 (New Years Day), fall on a Sunday and are observed on a Monday. If Monday is your RDO, the "in lieu of" holiday would be Tuesday, December 27, 2011, for Christmas and Tuesday, January 3, 2012, for New Years Day.

- January 16, 2012 (Martin Luther King Jr. Day), falls on and is observed on Monday. If Monday is your RDO, the “in lieu of” holiday would be Friday, January 13, 2012.
- February 20, 2012 (President’s Day), falls on and is observed on Monday. If Monday is your RDO, the “in lieu of” holiday would be Friday, February 17, 2012.
- May 28, 2012 (Memorial Day), falls on and is observed on Monday. If Monday is your RDO, the “in lieu of” holiday would be Friday, May 25, 2012.
- July 4, 2012 (Independence Day), falls on and is observed on Wednesday. If Wednesday is your RDO, the “in lieu of” holiday would be Tuesday, July 3, 2012.
- September 3, 2012 (Labor Day), falls on and is observed on Monday. If Monday is your RDO, the “in lieu of” holiday would be Friday, August 31, 2012.
- October 8, 2012 (Columbus Day), falls on and is observed on Monday. If Monday is your RDO, the “in lieu of” holiday would be Friday, October 5, 2012.
- November 11, 2012 (Veterans Day), falls on Sunday and is observed on Monday. If Monday is your RDO, the “in lieu of” holiday would be Tuesday, November 13, 2012.
- November 22, 2012 (Thanksgiving), falls on and is observed on Thursday. If Thursday is your RDO, the “in lieu of” holiday would be Wednesday, November 21, 2012.
- December 25, 2012 (Christmas), and January 1, 2013 (New Years Day), fall on and is observed on a Tuesday. If Tuesday is your RDO, the “in lieu of” holiday would be Monday, December 24, 2012, for Christmas and Monday, December 31, 2012, for New Years Day.

*Note – the RDO remains the same for timekeeping purposes, it is the holiday that moves creating the “in lieu of” holiday.

Observe too that in 2012 Federal employees will have 27 pay periods for the leave year, rather than the typical 26.

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