

## CHAPTER 4. HOLIDAYS

### 4-1. OBSERVANCE OF HOLIDAYS.

a. The following holidays are observed as nonworkdays:

- (1) New Year's Day, January 1;
- (2) Martin Luther King, Jr.'s Birthday, the third Monday in January;
- (3) Washington's Birthday, the third Monday in February;
- (4) Memorial Day, the last Monday in May;
- (5) Independence Day, July 4;
- (6) Labor Day, the first Monday in September;
- (7) Columbus Day, the second Monday in October;
- (8) Veterans Day, November 11;
- (9) Thanksgiving Day, the fourth Thursday in November; and
- (10) Christmas Day, December 25.

b. If one of the above holidays falls on Saturday, it is observed on the preceding Friday; if the holiday falls on Sunday, it is observed on the following Monday.

4-2. INAUGURATION DAY. Inauguration Day is a legal holiday and a nonworkday for employees stationed in the Washington, DC Metropolitan Area. If such an employee is in travel status or performing official duties away from the Washington Metropolitan Area, the holiday benefits do not apply; on the other hand, the benefits do apply to a field employee in travel status in the Washington Metropolitan Area or performing official duties in that area.

4-3. STATE AND LOCAL HOLIDAYS. Generally, State and local holidays falling within the basic workweek are considered regular workdays and employees may not be excused without charge to leave unless it is determined that the work of the office may not properly be performed on such days.

4-4. CRITERIA FOR DETERMINING WHEN LOCAL HOLIDAYS MAY BE OBSERVED. Employees may be excused from duty without charge to leave on a State or local holiday only when they are actually prevented from working by one of the following circumstances:

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- a. The building in which the employees work is physically closed;
  - b. Building services essential to proper performance of work are not operating;
  - c. Local transportation services are discontinued or interrupted to the point where employees are prevented from reporting to their work location; or
  - d. The duties of the employees consist largely or entirely of dealing directly with employees or officials of business or industrial establishments and offices which are closed in observance of the holiday, and there are no other duties to which the employee can be assigned on the holiday.

4-5. USE OF LEAVE FOR THE STATE AND LOCAL HOLIDAYS. When the closing of the office for a State or local holiday observance is not permitted under the criteria stated in paragraphs 4-3 and 4-4 above, a liberal leave policy is followed and, insofar as practicable, annual leave or leave without pay shall be authorized for employees who wish to be absent from duty to observe such a holiday. In determining the number of employees who may be spared, consideration should be given to such matters as the significance of the holiday locally, the workload requirements, and operational demands of the office.