

United States Government

Department of Energy

Oak Ridge Office

memorandum

DATE: December 17, 2008

REPLY TO
ATTN OF: AD-442:Aytes

SUBJECT: **EXCUSING FEDERAL EMPLOYEES FROM DUTY ON DECEMBER 26, 2008**

TO: ORO and OSTI Employees

The President has issued an Executive order excusing executive branch employees from duty on Friday, December 26, 2008, with pay and without charge to leave. This applies to all employees except for those who, in the judgment of the agency, cannot be excused for reasons of national security, defense, or other essential public need. The Office of Personnel Management has issued guidance stating that December 26, 2008, will be treated as a holiday. This guidance may be found at:

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1800> .

Questions and Answers regarding the guidance are available at:

<http://www.opm.gov/oca/compmemo/2008/2008-20-QA.ASP> .

If an employee has use or lose annual leave scheduled for December 26, 2008, and is unable to reschedule or donate it by the end of the leave year (January 3, 2009) the leave will be lost. When use or lose leave is forfeited under these conditions, there is no authority that permits restoration of the leave. Employees are reminded that they may donate use or lose leave to participants in the Voluntary Leave Transfer Program. Donations of use or lose annual leave must be dated and submitted no later than January 3, 2009.

Those employees whose regularly scheduled Alternate Work Schedule day off falls on December 26, 2008, will have an "in lieu of" holiday on December 24, 2008.

It is important to remember that when a holiday or an "in lieu of" holiday falls on an employee's nine-hour workday, one hour of leave must be taken or an extra hour worked during other regularly scheduled workdays in order to fulfill the basic work requirement.

Please contact your Human Resources Specialist if you have questions.



Melanie M. Kent, Chief
Federal Human Resources Branch