

## **2007 - IN LIEU OF HOLIDAY FOR EMPLOYEES ON ALTERNATIVE WORK SCHEDULES**

The following guidance is related to the appropriate day off for employees participating in the Alternative Work Schedule (AWS) program and whose regular day off 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 AWS day, 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) 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 AWS day 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 AWS day, Tuesday is the "in lieu of" holiday.

The following guidance applies to the upcoming Holidays:

- November 12, 2007 (Veterans Day falls on Sunday, November 11, 2007), and is observed on a Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Tuesday, November 13, 2007.
- November 22, 2007 (Thanksgiving Day), falls on, and is observed on, Thursday. If that Thursday is your AWS day, the "in lieu of" holiday would be Wednesday, November 21, 2007.
- December 25, 2007 (Christmas Day), and January 1, 2008 (New Year's Day), fall on a Tuesday and are observed on a Tuesday. If Tuesday is your AWS day, the "in lieu of" holiday would be Monday, December 24, 2007, for Christmas, and Monday, December 31, 2007, for New Year's Day.
- January 21, 2008 (Birthday of Martin Luther King, Jr.), falls on, and is observed on, Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Friday, January 18, 2008.
- February 18, 2008 (Washington's Birthday), falls on, and is observed on, Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Friday, February 15, 2008.
- May 26, 2008 (Memorial Day), falls on, and is observed on, Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Friday, May 23, 2008.
- July 4, 2008 (Independence Day), falls on, and is observed on, Friday. If that Friday is your AWS day, the "in lieu of" holiday would be Thursday, July 3, 2008.
- September 1, 2008 (Labor Day), falls on, and is observed on, Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Friday, August 29, 2008.

- October 13, 2008 (Columbus Day), falls on, and is observed on, Monday. If that Monday is your AWS day, the “in lieu of” holiday would be Friday, October 10, 2008.

Supervisors should provide employees with adequate advance notice when workload requires that the employees’ AWS day(s) off must be changed, usually within the same pay period.

Questions may be directed to your Human Resource Specialist.