

Government Closing on Monday, December 24, 2007

On Thursday December 6th, the President announced that all Federal Government Departments and Agencies will be closed the entire day on Monday December 24, 2007, and that employees will be excused. The Office of Personnel Management (OPM) subsequently issued guidance, which is available at <http://www.opm.gov/oca/compmemo/2007/2007-14.asp>, that stated that the day off will be treated as a holiday.

Federal employees will not be charged annual leave or compensatory time off if either has been scheduled for December 24th. If employees are unable to reschedule their use or lose annual leave by the end of the leave year (January 5, 2008) or compensatory time for travel by the end of the 26th pay period, they will lose it. When use or lose leave is forfeited under these conditions, there is no authority that permits restoration of the leave. Regular compensatory time off that was scheduled for that day that cannot be rescheduled by the end of the 26th pay period will be paid.

Federal employees are reminded that they may donate annual leave which would otherwise be forfeited to employees approved for the Voluntary Leave Transfer Program (VLTP); donations must be submitted no later than January 5, 2007. Information on employees who are approved participants in the VLTP can be found at <http://www.oro.doe.gov/pmab/Announcements/FY2007/Leave%20Donation%20Solicitation1.pdf> Leave donation forms are available on http://www.opm.gov/FORMS/PDF_FILL/opm630a.pdf

Federal employees whose alternative work schedule (AWS) day off falls on Monday December 24th will get the previous Friday (December 21st) off as their “in-lieu-of” holiday, even though December 21 is in a different pay period.

Federal employees who are in a travel status will be paid for the holiday if they are traveling or working on Monday the 24th; however, employees who are on TDY at the TDY location will be off on that day unless work is unavoidable. Heads of Departmental Elements may require essential personnel to work on December 24th. A Federal employee who is required to work on a holiday will not receive an alternate day off.

For time and attendance reporting, time off due to the holiday should be coded in ATAAPS as LH (Holiday). Because employees will be off on December 24th and 25th, **all time for the pay period ending 12/22/07 should be certified by 4:00 PM eastern time on 12/21/07.**

For questions regarding the impact of a scheduled absence during this time period, employees should contact their servicing human resources office.