

**2009-2010 - 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. 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 11, 2009 (Veterans Day falls on Wednesday), and is observed on a Wednesday. If that Wednesday is your AWS day, the "in lieu of" holiday would be Tuesday, November 10, 2009.
- November 26, 2009 (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 25, 2009.
- December 25, 2009 (Christmas Day), and January 1, 2010 (New Year's Day), falls on a Friday and are observed on a Friday. If one or both of those Fridays is your AWS day, the "in lieu of" holiday would be Thursday, December 24, 2009, for Christmas, and Thursday, December 31, 2009, for New Year's Day.
- January 18, 2010 (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 15, 2010.
- February 15, 2010 (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 12, 2010.
- May 31, 2010 (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 28, 2010.
- July 4, 2010 (Independence Day), falls on Sunday, and is observed on, Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Tuesday, July 6, 2010.
- September 6, 2010 (Labor Day), falls on, and is observed on, Monday. If that Monday is your AWS day, the "in lieu of" holiday would be Friday, September 3, 2010.

- October 11, 2010 (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 8, 2010.

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

Questions may be directed to your Human Resources Specialist.