

HOLIDAYS

SECTION 1. FEDERAL OBSERVED HOLIDAYS: The following days are treated as holidays for the purpose of pay and leave for Agency employees:

1. New Year's Day - January 1;
2. Martin Luther King's Birthday – 3rd Monday in January;
3. Washington's Birthday/Presidents' Day) – 3rd Monday in February;
4. Memorial Day - Last Monday in May;
5. Independence Day - July 4th;
6. Labor Day – 1st Monday in September;
7. Columbus Day – 2nd Monday in October;
8. Veterans Day - November 11th;
9. Thanksgiving Day – 4th Thursday in November;
10. Christmas Day - December 25th;
11. Inauguration Day - January 20th quadrennial ;
12. Any other day designated as a holiday by Federal Statute or Executive Order.

SECTION 2. IN LIEU OF HOLIDAY OBSERVANCE: When a holiday falls on a non-work day, employees are entitled to an “in lieu of” off day IAW with Hours of Work Article (Section 9) of this CBA.

SECTION 3. RELIGIOUS OBSERVANCES: Employees who wish to attend or participate in the observance of the established religious holidays of their faith (e.g., Good Friday, Yom Kippur) may be granted annual leave in accordance with provisions set for in the Annual Leave Article .

A. Accommodation of Religious Beliefs: The Agency will make every effort to accommodate the practice of religious beliefs by individual employees as consistent with the needs of the Agency. Employees may requests an adjustment of their work schedule IAW the Hours of Work Article (Section 8) of this CBA.

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B. Compensatory Time: Employees who are required to be absent for some period of the workday because of religious observance or belief, may elect to work compensatory overtime as a substitute for time off, or take appropriate leave. The Agency shall grant compensatory time off to an employee requesting such time off, and shall in each instance afford the employee the opportunity to work compensatory overtime in order to repay the compensatory time off. A request may be disapproved, however, if the requested change in work schedule would interfere with the ability of an organization to efficiently accomplish its mission. In such circumstances, there is no obligation to approve requests for time off for religious observances. If no productive overtime for religious observances is available to be worked by the employee at such time as he or she may initially request such work, alternative times will be arranged by the Agency for the performance of the compensatory overtime work.

C. Leave Procedures: Where an employee is granted leave for religious observance, the employee may perform compensatory overtime work before or after the compensatory time off. Time off taken in advance must be repaid by an equal amount of compensatory overtime work within six (6) pay periods following the pay period in which the employee was absent; otherwise, the time off will be charged to annual leave or leave without pay, as appropriate. When compensatory overtime work is performed in advance, the time off for religious observance must be taken within six (6) pay periods of the pay period in which it was earned; otherwise, it will be forfeited.

D. Premium Pay Excluded: The premium pay provisions for overtime work do not apply to compensatory overtime work performed under this section.

SECTION 4. OTHER PROVISIONS:

A. Flexible Work Schedule Employees:

1. 9-Hour day: Holidays that fall on an employee's 9-hour day require the employee to use one hour of leave or an earned credit hour to account for the holiday period. To avoid charge to leave or an earned credit hour the employee will be permitted to either move their 8- hour day to the holiday or charge their day off to the holiday.
2. 10-Hour day: Holidays that fall on an employee's 10-hour day require the employee to use two hours of leave or two hours of earned credit hours to account for the holiday period.

B. Part-Time Employees: In accordance with 5 USC 6103(b), part-time employees who are scheduled to work on a legal public holiday will be paid for that holiday.

1. Part-Time employees who are not scheduled to work on a legal public holiday will not be entitled to holiday pay.

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2. If, due to an “in lieu of” holiday for full-time employees, work is not available for a part-time employee, the following options shall be available:



- a. Administrative leave, if approved by the Agency, on a holiday-by-holiday basis;
- b. Annual leave, accrued compensatory time, leave without pay, or time off award;
- c. Rescheduling of hours within the same pay period to recapture hours otherwise lost;
- d. A combination of the above.

C. Basic Workweek: The occurrence of holidays shall not affect the designation of the basic workweek.

D. Premium Pay: Holidays and premium pay for flexible schedules will be consistent with law.

E. Holiday Related Absences: When a decision is made by Agency to grant excused absences Agency-wide before Federal holidays, e.g., at Christmas and New Year’s, the Union and employees will be informed as soon as possible.

SECTION 5. Official Time Functions: Federal holidays will not impact the amount of official time allotted to Union officials. If a federal holiday occurs on a day normally designated for official time and the Union officer is in a duty status on that day, then an alternate day shall be arranged with the supervisor within the current or subsequent pay period. If the Union officer takes leave on a day designated for official time, no alternative day shall be arranged. [this section shall be moved to the official time article during the technical edit].

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