MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: XVIII Airborne Corps Fiscal 2021 (FY21) Holiday Schedule

1. XVIII Airborne Corps will operate on a half-day schedule from: 14 - 18 December, 21-23 December and 28 - 30 December. The Corps Training Holidays are observed on 24 December and 31 December 2020. The Federal holiday for Christmas and New Year’s Day are observed on 25 December 2020 and 1 January 2021.

2. Duty Day. During the half-day schedule, the standard duty day starts at 0900 and ends at 1200. No training will be scheduled prior to 0900 nor after 1200; Physical training will be an individual responsibility, however O6 level commanders have the discretion to schedule organized physical training 0630 – 0900 hours during the half-day holiday schedule to enhance their Ready and Resilient Campaigns. Normal training, staff coordination, mission support, and readiness activities will be complete by 1200 daily. Leaders at all levels are expected to personally observe and enforce this schedule. Without exception, units will not implement a “day on, day off” schedule as an alternative.

3. When mission requirements dictate, commanders may direct mission essential Soldiers to work beyond the established hours. However, these personnel will be duly compensated. In general, after 1200 only staff duty personnel should remain in unit headquarters buildings.

4. Commanders should provide maximum opportunity for both Soldiers and Civilians to enjoy the holidays with their Families and friends. Civilian employees are encouraged to participate in the training holidays and half-day holiday schedule. Supervisors should approve appropriate requests for annual and compensatory leave accordingly.

5. Point of contact is Mr. Lofton, Corps, G3 Training, DSN 293-9214 or Commercial (910) 396-9214 or (910) 364-8329 or email eric.l.lofton.civ@mail.mil.

JOSEPH A. RYAN
Brigadier General, USA
Chief of Staff

DISTRIBUTION:
C
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: XVIII Airborne Corps Fiscal 2021 (FY21) Compensatory Time Management Plan

1. XVIII Airborne Corps FY21 Compensatory Time Management Plan. This plan projects Federal holidays, Corps Training Holidays, half-day schedules and payday activities for FY21.

2. Exceptions to this plan will be made on a case-by-case basis and should be submitted to ACoFS, G3, for approval:

   a. October 2020
      (1) Corps Training Holiday 09 – 11 October (Fri-Sun)
      (2) Columbus Day 12 October (Mon)

   b. November 2020
      (1) Corps Training Holiday 06 – 08 November (Fri-Sun)
      (2) Veteran’s Day (Observance) 11 November (Wed)
      (3) Thanksgiving Holiday 26 November (Thu)
      (4) Corps Training Holiday 27 – 29 November (Fri-Sun)

   c. December 2020
      (1) Pay Day Activities 04 December (Fri)
      (2) Half-day Holiday Schedule 14 – 18 December (Mon-Fri)
      (3) Half-day Holiday Schedule 21 – 23 December (Mon-Wed)
      (4) Corps Training Holiday 24 December (Thur)
      (5) Christmas Day 25 December (Fri)
      (6) Half-day Holiday Schedule 28 – 30 December (Mon-Wed)
      (7) Corps Training Holiday 31 December (Thur)

   d. January 2021
      (1) New Year’s Day 01 January (Fri)
      (2) Corps Training Holiday 15 – 17 January (Fri-Sun)
      (3) Martin Luther King Jr. Holiday 18 January (Mon)
e. February 2021
   (1) Pay Day Activities 05 February (Fri)
   (2) Post-Super Bowl 08 February (Mon/0900 work-call)
   (3) Corps Training Holiday 12 – 14 February (Fri-Sun)
   (4) President’s Day 15 February (Mon)

f. March 2021
   (1) Pay Day Activities 05 March (Fri)
   (2) Corps Training Holiday 15 March (Mon)

   Easter Holiday 02 – 05 April (Fri-Mon)

h. May 2021
   (1) Pay Day Activities 07 May (Fri)
   (2) Corps Training Holiday 28 – 30 May (Fri-Sun)
   (3) Memorial Day 31 May (Mon)

i. June 2021
   (1) Pay Day Activities 04 June (Fri)
   (2) Corps Training Holiday 11 – 14 June (Fri-Mon)

j. July 2021
   (1) Corps Training Holiday 02 – 05 (Fri-Mon)
   (2) 4th of July 04 July (Sun)

k. August 2021
   (1) Pay Day Activities 06 August (Fri)
   (2) Corps Training Holiday 20 – 22 August (Fri-Sun)
   (3) First Day of School 23 August (Mon/0900 work-call)

l. September 2021
   (1) Corps Training Holiday 03 – 05 September (Fri-Sun)
   (2) Labor Day 06 September (Mon)

3. Point of contact is Mr. Lofton, Corps G3 Training, DSN 293-9214 or Commercial (910) 396-9214 or (910) 364-8329 or email eric.l.lofton.civ@mail.mil.

   JOSEPH A. RYAN
   Brigadier General, USA
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