

Fort Knox CPAC...



HR Tip of the Week

IN LIEU OF HOLIDAY FOR EMPLOYEES ON ALTERNATIVE WORK SCHEDULES

The following guidance is related to the appropriate day off for employees participating in an Alternative Work Schedules (AWS) program and whose regular day off (RDO) 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 RDO, the employee has the previous working day off as an "in lieu of" holiday. An exception to this rule is if the holiday and "in lieu of" holiday cross pay periods. For example: Labor Day always falls on and is observed on a Monday; the previous workday (Friday for most employees) 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 RDO 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 RDO, Tuesday is the "in lieu of" holiday. Finally, if a holiday falls on a Monday at the beginning of a pay period and is observed on Monday, if an employee's RDO is that Monday, the "in lieu of" holiday would be Tuesday (the exception to the rule).

The following guidance applies to the upcoming Holidays:

- February 19, 2018 (President's Day) falls on and is observed on Monday the beginning of a pay period. If Monday is your RDO, the "in lieu of" holiday would be Tuesday, February 20, 2018
- May 28, 2018 (Memorial Day), falls on and is observed on Monday the beginning of a pay period. If Monday is your RDO, the "in lieu of" holiday would be Tuesday, May 29, 2018

- July 4, 2018 (Independence Day) falls on Wednesday. If Wednesday is your RDO, the “in lieu of” holiday would be Tuesday, July 3, 2018
- September 3, 2018 (Labor Day), falls on and is observed on Monday the beginning of a pay period. If Monday is your RDO, the “in lieu of” holiday would be Tuesday, September 4, 2018
- October 8, 2018 (Columbus Day), falls on and is observed on Monday. If Monday is your RDO, the “in lieu of” holiday would be Friday, October 5, 2018
- November 11, 2018 (Veterans Day), falls on Sunday and is observed on Monday the beginning of a pay period. If Monday is your RDO, the “in lieu of” holiday would be Tuesday, November 13, 2018
- November 22, 2018 (Thanksgiving Day), falls on Thursday. If Thursday is your RDO, the “in lieu of” holiday would be Wednesday, November 21, 2018
- December 25, 2018 (Christmas), fall on and is observed on Tuesday. If Tuesday is your RDO, the “in lieu of” holiday would be Monday, December 24, 2018
- January 1, 2019 (New Year’s Day) fall on and is observed on Tuesday. If Tuesday is your RDO, the “in lieu of” holiday would be Monday, December 31, 2018

*Note – the RDO remains the same for timekeeping purposes, it is the holiday that moves creating the “in lieu of” holiday.

Please contact your servicing Human Resource Specialist (L/MER) in the Civilian Human Resource Agency – Fort Knox, if you have any questions.