



# United States Department of the Interior



OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

August 1, 1989

PERSONNEL MANAGEMENT LETTER NO. 89-2 (610)

SUBJECT: Treatment of In Lieu of Holidays for Part-Time  
Employees

The purpose of this issuance is to restate and clarify the Department's policy to grant administrative leave to part-time employees on in lieu of holidays. This policy was originally issued in Personnel Management Letter No. 84-2, dated June 20, 1984, pursuant to an unpublished Comptroller General decision, B-214156, dated May 29, 1984. However, bureau responses to a recent PMB on the subject (PMB 89-48) indicate that some bureaus are treating in lieu of holidays as holiday time, thus causing problems in the payrolling of part-time employees.

Please ensure that your bureau is following the proper policy for part-time employees and that timekeepers are instructed to record the time as administrative leave. Since some part-time employees may not have been scheduled to work on the in lieu of holiday, the amount of administrative leave granted should correspond to the employee's regularly scheduled tour of duty.

This PML supersedes PML 84-2 and will be incorporated in the next revision of 370 DM 610.

Director of Personnel

INQUIRIES:

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