



United States Department of the Interior



OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

October 30, 1989

PERSONNEL MANAGEMENT LETTER NO. 89-3 (610)

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

The purpose of this issuance is to provide additional Departmental guidance on the treatment of in lieu of holidays for part-time employees. This is in response to bureau inquiries following our publications of Personnel Management Letter No. 89-2, dated August 1, 1989, on the same subject.

There are ten Federal holidays in a calendar year. The only holidays which qualify as an "in lieu of" holiday are New Year's Day, January 1; Independence Day, July 4; Veterans Day, November 11; and Christmas Day, December 25. When these holidays fall on Saturday, the preceding Friday is considered the in lieu of holiday. When they fall on Sunday, the following Monday is the in lieu of holiday.

As explained in PML 89-2, part-time employees will be granted administrative leave on the in lieu of holiday if that day is part of their regularly scheduled tour of duty and they are excused from duty that day. If, on the other hand, part-time employees perform work on the in lieu of holiday, they will be paid their regular pay for the number of hours worked during their tour of duty for that day.

Part-time employees will not receive holiday premium pay for hours worked on an in lieu of holiday. This is in accordance with Comptroller General decision 32 CG 378.

This guidance, along with that contained in PML 89-2, will be incorporated in the next revision of 370 DM 610.

Director of Personnel

INQUIRIES

Division of Employee Relations,
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