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**Functional Series [400](#)
Personnel**

INTERIM UPDATE 06-13

SUBJECT: Pay and Leave Guidance for Pay Period 26 for Two Holidays --Christmas Day, December 25, 2006, and New Year's Day, January 1, 2007

NEW MATERIAL: Pay Period 26 (December 24, 2006 through January 6, 2007) contains the Christmas and New Year's holidays which are the first and second Monday of the pay period. The U.S. Office of Personnel Management has provided the following guidance to Federal agencies on pay and leave procedures for these two Federal holidays.

EFFECTIVE DATE: 12/06/2006

ATTACHMENTS:

POLICY-REMINDER

USAID General Notice
M/HR/PPIM
12/06/2006

SUBJECT: Pay and Leave Guidance for Pay Period 26 for Two Holidays --Christmas Day, December 25, 2006, and New Year's Day, January 1, 2007

Pay Period 26 (December 24, 2006 through January 6, 2007) contains the Christmas and New Year's holidays which are the first and second Monday of the pay period. The U.S. Office of Personnel Management has provided the following guidance to Federal agencies on pay and leave procedures for these two Federal holidays.

1. Pay and Leave Rules for Christmas Day and New Year's Day

Christmas Day and New Year's Day are legal public holidays for pay and leave purposes for Federal employees. Full-time and part-time employees who are scheduled to work on those days are entitled to the same pay they otherwise would receive on a regular workday. Employees who are regularly scheduled to work on one or both of

these days are entitled to time off with pay for the scheduled holiday. Employees who are covered by Title 5 premium pay provisions and who are required to work on one or both of these days are entitled to holiday premium pay for the number of hours in their regular work schedule.

Employees must be in a pay status or a paid time off status (i.e., leave, compensatory time off, or compensatory time off for travel) on their scheduled workdays either before or after a holiday in order to be entitled to their regular pay for that day.

2. Employees on Alternative Work Schedules

Since Christmas Day and New Year's Day both fall within the same pay period, the holidays will affect employees who are on alternative work schedules. By law (5 USC 6124), a full-time employee on a flexible work schedule is entitled to eight hours of pay for each holiday when he/she does not work. However, a full-time employee on a 5/4-9 flexible schedule must make arrangements to work extra hours during other regularly scheduled workdays (or take annual leave, leave without pay, or use compensatory time off) in order to fulfill the 80-hour biweekly work requirement.

3. Special Instructions for USAID Employees under a 5/4-9 Flexible Schedule

Employees under a 5/4-9 flexible schedule may elect to convert back to the standard 8-hour workday or remain under their current 5/4-9 flexible schedule for Pay Period 26.

For those employees who elect to remain under their 5/4-9 flexible schedule, the net effect of receiving eight hours of pay for each holiday is that the employee will have to make up one hour to fulfill his/her 80-hour biweekly work requirement. Employees can accomplish this by working an additional hour on one of their workdays within the pay period, taking an hour of annual leave or leave without pay, or using earned compensatory time off (if applicable).

Employees under the 5/4-9 flexible schedule will substitute their 8-hour workday for one of the holidays and elect to work an additional hour on another workday, take one hour of annual leave or leave without pay, or use one hour of accrued compensatory time off.

For those employees who have a regular day off (RDO) occurring on either the December 25th or January 1st holidays, they will substitute their 8-hour workday for that holiday and reschedule their day off within the pay period.

To standardize the administration of Pay Period 26, each employee remaining under the 5/4-9 flexible schedule will: (1) observe the December 25th and January 1st holidays and receive 8 hours of pay for each holiday (16 XA); (2) have a day off, and (3) account for 64 hours of regular duty (RD) by working six 9-hour days and one 10-hour day; or using leave or earned compensatory time off, or a combination of the above.

Employees are instructed to complete AID Form 400-9, Time and Attendance Supporting Documentation, to show how they will fulfill their 80-hour biweekly work requirement for Pay Period 26. This form is available as an Agency macro. Employees should submit this form to their timekeeper no later than Monday, December 18, 2006.

POINT OF CONTACT: Questions regarding this Notice may be directed to Joann Jones, M/HR/PPIM, on (202) 712-5048.

Notice 1215

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