



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
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November 6, 2006

MEMORANDUM FOR SUPERINTENDENTS, DODDS-E
PRINCIPALS, DODDS-E

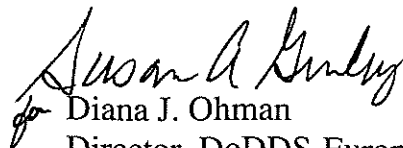
SUBJECT: Guidance for In Lieu of Holidays for Part-Time Employees

Part-time employees, including those with seasonal work schedules, are not covered by 5 U.S.C. 6103(b) and Executive Order 11582 which authorize designated and "in-lieu of" holidays for full-time employees when an actual (official) holiday falls on an employee's nonworkday. Therefore, when part-time employees are prevented from working on an "in lieu of" holiday because their place of employment is closed in observance of a holiday, they are not entitled to compensation (without charge to leave). However, agencies have an inherent authority as inferred from 5 U.S.C. § 301 to grant excused absences (also known as administrative leave).

There are some Federal holidays that are not considered official holidays and therefore part time employees would not normally be paid on those days. In those cases, based on the authority inferred from 5 U.S.C. § 301, I have determined that all part-time employees who work within DoDDS-Europe, will be authorized administrative leave on those days as "in lieu of" holidays. On "in lieu of" holidays, part time employees' time and attendance will be coded LN for Administrative Leave.

The Federal Government is observing Veterans' Day on Friday, November 10, 2006, the official holiday being November 11, 2006. Therefore, November 10 is considered to be an "in lieu of" holiday. In addition, any special days decreed by the President of the United States as holidays observed by the Federal Government are considered "in lieu of" holidays and the same procedure for pay of part-time employees will be in effect.

Questions regarding this guidance should be directed to the Area CSR at DSN 338-7937.


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Director, DoDDS-Europe