

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

68-20

12/16/20

FEDERAL GOVERNMENT CLOSURE ON THURSDAY, DECEMBER 24, 2020

I. PURPOSE

The President has issued an Executive Order that closes all executive departments and agencies of the Federal Government and excuses their employees from duty on Thursday, December 24, 2020, except those employees who, in the judgment of the head of the Agency, cannot be excused for reasons of national security, defense, or other public need. Essential FSIS program employees are to report to work on December 24, 2020, and will receive holiday premium pay, as detailed below.

II. TIMEKEEPING HOLIDAY INSTRUCTIONS

A. Transaction code (TC) 66, Paid Holiday Time Off, will be granted to employees for December 24, 2020. Employees who cannot be excused are to report to work and will receive holiday premium pay, TC-31.

B. Employees with leave scheduled (e.g., annual or sick leave) for December 24, 2020, will not be charged personal leave. Rather, they will be granted paid holiday time off for the time that personal leave was scheduled.

C. Full-time employees under a standard work schedule (5 8-hour days/40-hour workweek) are entitled to 8 hours of paid holiday time off on December 24, 2020, if they are excused from work.

D. Employees on flexible work schedules (e.g., maxiflex) are entitled to 8 hours of paid holiday time off on December 24, 2020, if they are excused from work. If employees are on a maxiflex schedule and were not scheduled to work on Thursday, December 24, 2020, they are to select another day off within the same pay period.

E. Employees on compressed schedules, for whom Thursday, December 24, 2020, is their Scheduled Day Off (SDO), are to observe an in-lieu of holiday on Wednesday, December 23, 2020, for the number of hours they were scheduled to work. If they are directed to work on Thursday, December 24, 2020, they will receive holiday premium pay.

F. Part-time employees are entitled to a holiday only when the holiday falls on a day when they would otherwise be required to work.

G. Employees who have "use or lose" annual leave scheduled for Thursday, December 24, 2020 are to re-schedule their leave. If they are unable to reschedule their leave, it will be forfeited; the law does not permit restoration of leave under these conditions.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 1/1/22

OPI: OPPD

H. For inspection program personnel with shifts spanning two calendar days, the December 24, 2020, holiday will be observed on the shift beginning on December 24, 2020.

I. No holiday charge should be made to industry for December 24, 2020, because this is not one of the ten holidays cited in 9 CFR 307.5(b) or 381.38(b). However, any time worked outside of the establishment's normal schedule of operations should be charged as reimbursable overtime.

J. Any voluntary certification services should be charged to industry at the appropriate base or overtime rate. The overtime rate will be charged only if the establishment is working outside its normal schedule of operations and the inspector is in overtime status.

III. QUESTIONS

Refer question to the Office of Human Resources at FSISHR1@usda.gov with the subject "Leave Policy."

A handwritten signature in black ink, appearing to read "Rachel A. Edelstein". The signature is written in a cursive, flowing style.

Assistant Administrator
Office of Policy and Program Development