

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

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**District Personnel Manual Issuance System**

**E-DPM Bulletin No. 12-261**

**SUBJECT:** Schedules of Legal Public Holidays for Calendar Years **2012** and **2013**

**Date:** December 22, 2011

**1. Purpose**

The purpose of this Electronic-District Personnel Manual (E-DPM) bulletin is to provide the *Calendar Year 2012 and Calendar Year 2013 Legal Public Holidays' Schedules*. Subordinate agency heads (or their designated representatives) are responsible for ensuring that employees in their respective agencies are informed of the provisions of this E-DPM bulletin.

**2. Authority**

Section 1202 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-612.02); and Chapter 12, Hours of Work, Legal Holidays and Leave, of Subtitle B of Title 6 of the D.C. Municipal Regulations.

**3. Provisions**

- a. The legal public holidays for calendar years **2012** and **2013** for District government employees whose basic workweek is Monday through Friday are as follows:

<b>CALENDAR YEAR 2012 LEGAL PUBLIC HOLIDAYS</b>
<b>*New Year's Day, Monday, January 2, 2012</b>
<b>Dr. Martin Luther King, Jr.'s Birthday, Monday, January 16, 2012</b>
<b>Washington's Birthday, Monday, February 20, 2012</b>
<b>D.C. Emancipation Day, Monday, April 16, 2012</b>
<b>Memorial Day, Monday, May 28, 2012</b>
<b>Independence Day, Wednesday, July 4, 2012</b>
<b>Labor Day, Monday, September 3, 2012</b>
<b>Columbus Day, Monday, October 8, 2012</b>
<b>*Veterans Day, Monday, November 12, 2012</b>
<b>Thanksgiving Day, Thursday, November 22, 2012</b>
<b>Christmas Day, Tuesday, December 25, 2012</b>

**\*Note:** The legal public holidays for New Year's Day and Veterans Day are **Sunday, January 1, 2012** and **Sunday, November 11, 2012**, respectively. By law, when the holiday falls on a Sunday, it is observed on the following Monday.

*Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]*

**Distribution:** Heads of Departments and Agencies, HR Advisors and E-DPM Subscribers

**Bulletin Expires:** December 31, 2013

<b>CALENDAR YEAR 2013 LEGAL PUBLIC HOLIDAYS</b>
<b>New Year's Day, Tuesday, January 1, 2013</b>
<b>Dr. Martin Luther King, Jr.'s Birthday, Monday, January 21, 2013</b>
<b>*Inauguration Day (falls on Sunday, January 20, 2013)</b>
<b>**Washington's Birthday Monday, February, 18, 2013</b>
<b>D.C. Emancipation Day, Tuesday, April 16, 2013</b>
<b>Memorial Day, Monday, May 27, 2013</b>
<b>Independence Day, Thursday, July 4, 2013</b>
<b>Labor Day, Monday, September 2, 2013</b>
<b>Columbus Day, Monday, October 14, 2013</b>
<b>Veterans Day, Monday, November 11, 2013</b>
<b>Thanksgiving Day, Thursday, November 28, 2013</b>
<b>Christmas Day, Wednesday, December 25, 2013</b>

**\* Note:** Inauguration Day falls on Sunday, January 20, 2013, and is a legal public holiday for the purpose of pay and leave for employees scheduled to work on that day. When January 20 of any such year falls on a Sunday, the next succeeding day selected for the public observance of the inauguration of the President shall be a legal public holiday for all employees scheduled to work on that day. The "in-lieu-of" provisions in section 1222 – Determining Holidays, of Chapter 12, Hours of Work, Legal Holidays and Leave, are not applicable to Inauguration Day.

**\*\*Note:** The legal public holiday for Washington's Birthday is Sunday, February 17, 2013. By law, when the holiday falls on a Sunday, it is observed on the following Monday.

- b. In accordance with subsection 1220.4 of Chapter 12, in addition to the above legal public holidays, the Mayor (or his or her designee) may specify other days or portions of a day as non-workdays.
- c. In accordance with subsection 1221.1 of Chapter 12, all employees are entitled to legal public holidays or "in-lieu-of" days as the established holidays, with the exception of:
  - (1) Temporary wage employees (those paid on an hourly rate) with appointments limited to less than ninety (90) days, or who have not been employed for a continuous period of ninety (90) days under one (1) or more appointments without a break in service;
  - (2) Employees (including Excepted Service *Experts* and *Consultants*) who do not have a regularly scheduled tour of duty; and
  - (3) Employees paid by *stipend*.
- d. Effect of Leave Status:
  - (1) An employee on leave with pay for a period that includes a holiday is not charged leave for the holiday.
  - (2) An employee in a non-pay status (*i.e.*, on family/medical leave under the Family Medical Leave Act (FMLA), Leave Without Pay (LWOP), Absence Without Leave (AWOL), suspension, *etc.*)

the last day of a regular tour of duty immediately before a holiday and the first (1<sup>st</sup>) day of a regular tour of duty immediately after the holiday, is not entitled to pay for that holiday unless the employee works on the holiday. In addition, an employee scheduled for an “approved” non-pay status on a holiday is not entitled to pay for that holiday.

- e. Determining Holidays (except for employees of the Firefighting Division (FD) of the Fire and Emergency Medical Services Department (FEMSD)):
- (1) Whenever a holiday falls on a workday in the basic workweek of Monday through Friday, the workday the holiday falls on will constitute the holiday.
  - (2) Whenever a legal public holiday falls on a Sunday (a non-workday of the basic Monday through Friday workweek), the holiday is observed on the following Monday
  - (3) When a holiday falls on a Saturday of the basic Monday through Friday workweek, the holiday is observed on the Friday immediately preceding the legal public holiday.
  - (4) When a holiday falls on a non-workday of a workweek which is not Monday through Friday, the *In-Lieu-of Schedules* attached to this E-DPM bulletin are to be used to determine the holiday.
  - (5) For a part-time employee, whenever a holiday or a day designated as a holiday falls on the employee’s regularly scheduled workday that workday is the holiday for that employee. No in-lieu-of day is authorized for a part-time employee if a holiday falls on that employee’s non-workday.
  - (6) When a holiday falls on a non-workday of a basic workweek which includes six days, the holiday is the day immediately preceding the legal holiday.
  - (7) When a holiday falls on a non-workday of an employee on a *Flexible Work Schedule (FWS)* or *Compressed Work Schedule (CWS)*, the employee’s preceding workday is the designated “*in lieu of*” holiday. If a holiday falls on a Sunday non-workday of an employee on a *FWS* or *CWS*, the employee’s subsequent workday is the designated “*in lieu of*” holiday.
  - (8) Subordinate agency heads (or their designated representatives) may prescribe a different “*in lieu of*” holiday for full-time agency employees on a *CWS* when it is deemed that a different “*in lieu of*” holiday is necessary to prevent “adverse agency impact.”
- f. For an employee (including one in a 24-hour facility) who is regularly scheduled to work on days other than Monday through Friday **and whose days off are not listed on the *In-Lieu-of Schedules***, or for an employee of the FD of the FEMSD, the day to be treated as a holiday is determined as follows:
- (1) When a holiday falls on a workday in a basic workweek of the employee, that day is the holiday for the employee.
  - (2) When a holiday falls on a non-workday, the first scheduled workday following that non-workday is considered the legal holiday.

g. Clarification of Entitlement to Holiday Pay for all Employees:

An employee who is scheduled to work on a holiday and does not receive an in-lieu-of day will be paid holiday pay for that day. Holiday pay will be paid only for work actually performed for a maximum of eight (8) hours. Any work performed over eight (8) hours which has been approved in advance will be compensated at applicable overtime rates.

4. *In-Lieu-of Schedules*

The *In-Lieu-of Schedules* attached are applicable to all covered employees, except employees covered by paragraph 3(e) above and, in some instances, uniformed members of the Metropolitan Police Department.

The schedules are to be used **only** for employees whose workweek is other than Monday through Friday and when the employees' regularly scheduled day off falls on the legal public holiday.

5. **Inquiries**

All inquiries concerning the policies contained in this E-DPM bulletin should be directed to the Policy Unit, Legal and Compliance Administration by calling (202) 727-1523.

6. **Effective Date**

This E-DPM bulletin is effective immediately.

  
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Shawn Y. Stokes  
Director

Attachment:

- *In-Lieu-of Schedules* for Holiday, Pay and Leave Purposes – Calendar Year 2012 and Calendar Year 2013

**SCHEDULE OF "IN-LIEU-OF" DAYS FOR HOLIDAY, PAY  
AND LEAVE PURPOSES FOR CALENDAR YEAR 2012**

<b>MONDAY HOLIDAYS (2012)</b>	<b>NEW YEAR'S DAY</b>	<b>MONDAY, JANUARY 2, 2012</b>
	<b>DR. MARTIN LUTHER KING (MLK), JR.'S BIRTHDAY</b>	<b>MONDAY, JANUARY 16, 2012</b>
	<b>WASHINGTON'S BIRTHDAY</b>	<b>MONDAY, FEBRUARY 20, 2012</b>
	<b>EMANCIPATION DAY</b>	<b>MONDAY, APRIL 16, 2012</b>
	<b>MEMORIAL DAY</b>	<b>MONDAY, MAY 28, 2012</b>
	<b>LABOR DAY</b>	<b>MONDAY, SEPTEMBER 3, 2012</b>
	<b>COLUMBUS DAY</b>	<b>MONDAY, OCTOBER 8, 2012</b>
	<b>VETERANS DAY</b>	<b>MONDAY, NOVEMBER 12, 2012</b>

The following days are to be considered holidays for employees whose regularly scheduled day off falls on the above Monday holidays:

**MONDAY HOLIDAYS – "IN-LIEU-OF" DAYS**

<b>DAYS OFF</b>	<b>HOLIDAY</b>	<b>NEW YEAR'S DAY</b>	<b>DR. MLK, JR'S BIRTHDAY</b>	<b>WASHINGTON'S BIRTHDAY</b>	<b>EMANCIPATION DAY</b>
Sunday and Monday	Saturday	December 31, 2011	January 14, 2012	February 18, 2012	April 14, 2012
Monday and Tuesday	Sunday	January 1, 2012	January 15, 2012	February 19, 2012	April 15, 2012
Monday and Wednesday	Sunday	January 1, 2012	January 15, 2012	February 19, 2012	April 15, 2012
Monday and Thursday	Sunday	January 1, 2012	January 15, 2012	February 19, 2012	April 15, 2012
Monday and Friday	Sunday	January 1, 2012	January 15, 2012	February 19, 2012	April 15, 2012
Monday and Saturday	Sunday	January 1, 2012	January 15, 2012	February 19, 2012	April 15, 2012

**MONDAY HOLIDAYS – "IN-LIEU-OF" DAYS continued**

<b>DAYS OFF</b>	<b>HOLIDAY</b>	<b>MEMORIAL DAY</b>	<b>LABOR DAY</b>	<b>COLUMBUS DAY</b>	<b>VETERANS DAY</b>
Sunday and Monday	Saturday	May 26, 2012	September 1, 2012	October 6, 2012	November 10, 2012
Monday and Tuesday	Sunday	May 27, 2012	September 2, 2012	October 7, 2012	November 11, 2012
Monday and Wednesday	Sunday	May 27, 2012	September 2, 2012	October 7, 2012	November 11, 2012
Monday and Thursday	Sunday	May 27, 2012	September 2, 2012	October 7, 2012	November 11, 2012
Monday and Friday	Sunday	May 27, 2012	September 2, 2012	October 7, 2012	November 11, 2012
Monday and Saturday	Sunday	May 27, 2012	September 2, 2012	October 7, 2012	November 11, 2012

Monday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

<b><u>TUESDAY HOLIDAY</u></b> (2012)	<b>CHRISTMAS DAY</b>	<b>TUESDAY, DECEMBER 25, 2012</b>
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The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Tuesday holiday:

<b>TUESDAY HOLIDAY – “IN-LIEU-OF” DAYS</b>		
<b>DAYS OFF</b>	<b>HOLIDAY</b>	<b>CHRISTMAS DAY</b>
Sunday and Tuesday	Monday	December 24, 2012
Monday and Tuesday	Wednesday	December 26, 2012
Tuesday and Wednesday	Monday	December 24, 2012
Tuesday and Thursday	Monday	December 24, 2012
Tuesday and Friday	Monday	December 24, 2012
Tuesday and Saturday	Monday	December 24, 2012

Tuesday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

<b><u>WEDNESDAY HOLIDAY</u></b> (2012)	<b>INDEPENDENCE DAY</b>	<b>Wednesday, July 4, 2012</b>
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The following days are to be considered holidays for employees whose regularly scheduled day off falls on the above Wednesday holiday:

<b>WEDNESDAY HOLIDAY – “IN-LIEU-OF” DAYS</b>		
<b>DAYS OFF</b>	<b>HOLIDAY</b>	<b>INDEPENDENCE DAY</b>
Sunday and Wednesday	Tuesday	July 3, 2012
Monday and Wednesday	Thursday	July 5, 2012
Tuesday and Wednesday	Thursday	July 5, 2012
Wednesday and Thursday	Tuesday	July 3, 2012
Wednesday and Friday	Tuesday	July 3, 2012
Wednesday and Saturday	Tuesday	July 3, 2012

Wednesday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

<b><u>THURSDAY HOLIDAY</u></b> (2012)	<b>THANKSGIVING DAY</b>	<b>Thursday, November 22, 2012</b>
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The following days are to be considered holidays for employees whose regularly scheduled day off falls on the above Thursday holiday:

<b>THURSDAY HOLIDAY – “IN-LIEU-OF” DAYS</b>		
<b>DAYS OFF</b>	<b>HOLIDAY</b>	<b>THANKSGIVING DAY</b>
Sunday and Thursday	Wednesday	November 21, 2012
Monday and Thursday	Friday	November 23, 2012
Tuesday and Thursday	Friday	November 23, 2012
Wednesday and Thursday	Friday	November 23, 2012
Thursday and Friday	Wednesday	November 21, 2012
Thursday and Saturday	Wednesday	November 21, 2012

**SCHEDULE OF "IN-LIEU-OF" DAYS FOR HOLIDAY, PAY  
AND LEAVE PURPOSES FOR CALENDAR YEAR 2013**

<b><u>MONDAY HOLIDAYS</u> (2013)</b>	<b>DR. MARTIN LUTHER KING (MLK), JR.'S BIRTHDAY</b>	<b>MONDAY, JANUARY 21, 2013</b>
	<b>WASHINGTON'S BIRTHDAY</b>	<b>MONDAY, FEBRUARY 18, 2013</b>
	<b>MEMORIAL DAY</b>	<b>MONDAY, MAY 27, 2013</b>
	<b>LABOR DAY</b>	<b>MONDAY, SEPTEMBER 2, 2013</b>
	<b>COLUMBUS DAY</b>	<b>MONDAY, OCTOBER 14, 2013</b>
	<b>VETERANS DAY</b>	<b>MONDAY, NOVEMBER 11, 2013</b>

The following days are to be considered holidays for employees whose regularly scheduled day off falls on the above Monday holidays:

<b>MONDAY HOLIDAYS – "IN-LIEU-OF" DAYS</b>				
DAYS OFF	HOLIDAY	DR. MLK, JR'S BIRTHDAY	WASHINGTON'S BIRTHDAY	MEMORIAL DAY
Sunday and Monday	Saturday	January 19, 2013	February 16, 2013	May 25, 2013
Monday and Tuesday	Sunday	January 20, 2013	February 17, 2013	May 26, 2013
Monday and Wednesday	Sunday	January 20, 2013	February 17, 2013	May 26, 2013
Monday and Thursday	Sunday	January 20, 2013	February 17, 2013	May 26, 2013
Monday and Friday	Sunday	January 20, 2013	February 17, 2013	May 26, 2013
Monday and Saturday	Sunday	January 20, 2013	February 17, 2013	May 26, 2013

<b>MONDAY HOLIDAYS – "IN-LIEU-OF" DAYS continued</b>				
DAYS OFF	HOLIDAY	LABOR DAY	COLUMBUS DAY	VETERANS DAY
Sunday and Monday	Saturday	August 31, 2013	October 12, 2013	November 9, 2013
Monday and Tuesday	Sunday	September 1, 2013	October 13, 2013	November 10, 2013
Monday and Wednesday	Sunday	September 1, 2013	October 13, 2013	November 10, 2013
Monday and Thursday	Sunday	September 1, 2013	October 13, 2013	November 10, 2013
Monday and Friday	Sunday	September 1, 2013	October 13, 2013	November 10, 2013
Monday and Saturday	Sunday	September 1, 2013	October 13, 2013	November 10, 2013

Monday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

<b><u>TUESDAY HOLIDAYS</u> (2013)</b>	<b>NEW YEAR'S DAY</b>	<b>TUESDAY, JANUARY 1, 2013</b>
	<b>EMANCIPATION DAY</b>	<b>TUESDAY, APRIL 16, 2013</b>

The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Tuesday holidays:

**TUESDAY HOLIDAYS – “IN-LIEU-OF” DAYS**

DAYS OFF	HOLIDAY	NEW YEAR’S DAY	EMANCIPATION DAY
Sunday and Tuesday	Monday	December 31, 2012	April 15, 2013
Monday and Tuesday	Wednesday	January 2, 2013	April 17, 2013
Tuesday and Wednesday	Monday	December 31, 2012	April 15, 2013
Tuesday and Thursday	Monday	December 31, 2012	April 15, 2013
Tuesday and Friday	Monday	December 31, 2012	April 15, 2013
Tuesday and Saturday	Monday	December 31, 2012	April 15, 2013

Tuesday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

**WEDNESDAY HOLIDAY**  
(2013)

**CHRISTMAS DAY**

**WEDNESDAY, DECEMBER 25, 2013**

The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Wednesday holiday:

**WEDNESDAY HOLIDAY – “IN-LIEU-OF” DAYS**

DAYS OFF	HOLIDAY	CHRISTMAS DAY
Sunday and Wednesday	Tuesday	December 24, 2013
Monday and Wednesday	Thursday	December 26, 2013
Tuesday and Wednesday	Thursday	December 26, 2013
Wednesday and Thursday	Tuesday	December 24, 2013
Wednesday and Friday	Tuesday	December 24, 2013
Wednesday and Saturday	Tuesday	December 24, 2013

Wednesday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

**THURSDAY HOLIDAYS**  
(2013)

**INDEPENDENCE DAY**

**THURSDAY, JULY 4, 2013**

**THANKSGIVING DAY**

**THURSDAY, NOVEMBER 28, 2013**

The following days are to be considered holidays for employees whose regularly scheduled day off falls on the above Thursday holidays:

**THURSDAY HOLIDAYS – “IN-LIEU-OF” DAYS**

DAYS OFF	HOLIDAY	INDEPENDENCE DAY	THANKSGIVING DAY
Sunday and Thursday	Wednesday	July 3, 2013	November 27, 2013
Monday and Thursday	Friday	July 5, 2013	November 29, 2013
Tuesday and Thursday	Friday	July 5, 2013	November 29, 2013
Wednesday and Thursday	Friday	July 5, 2013	November 29, 2013
Thursday and Friday	Wednesday	July 3, 2013	November 27, 2013
Thursday and Saturday	Wednesday	July 3, 2013	November 27, 2013