Personnel Manual Issuance System

Legal Public Holidays: 2016 & 2017

dchr
DC Department of Human Resources

District Personnel Bulletin No. 12-312

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Overview

The District government recognizes eleven (11) legal public holidays each year: New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, Washington's Birthday, D.C. Emancipation Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. In 2017, Inauguration Day will also be recognized as a legal public holiday. Holidays are observed on or around their official calendar date and the majority of the District government will be closed. Employees who are scheduled to be off on these days, as a part of their regularly scheduled workweek, may be entitled to observe the holiday on an alternate, or "in-lieu-of", day. The District government has established a calendar of "in-lieu-of" days to assist these employees in identifying the alternate day. Employees who work on the holiday and are not provided an "in-lieu-of" day will be paid holiday pay for the hours they work on the holiday.

In this Bulletin

Legal Public Holidays

The legal public holidays for calendar years <u>2016</u> and <u>2017</u> for District government employees whose basic workweek is Monday through Friday are as follows:

Calendar Year 2016 Legal Public Holidays	
New Year's Day	Friday, January 1
Birthday of Martin Luther King, Jr.	Monday, January 18
Washington's Birthday	Monday, February 15
D.C. Emancipation Day*	Friday, April 15
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veterans Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Christmas Day**	Monday, December 26

Calendar Year 2017 Legal Public Holidays	
New Year's Day**	Monday, January 2
Birthday of Martin Luther King, Jr.	Monday, January 16
Inauguration Day***	Friday, January 20
Washington's Birthday	Monday, February 20
D.C. Emancipation Day**	Monday, April 17
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veterans Day*	Friday, November 10
Thanksgiving Day	Thursday, November 23
Christmas Day**	Monday, December 25

*The legal public holiday is Saturday, but it will be observed on the preceding Friday.
**The legal public holiday is Sunday, but will be observed on the following Monday.

*****Note:** In 2017, Inauguration Day will be recognized as a legal public holiday and observed on January 20, 2017. No "in-lieu-of" day will be provided for this day.

In addition to the above legal public holidays, the Mayor (or his or her designee) may designate other days or portions of a day as legal public holidays.

Determining Holidays

When a legal public holiday falls on a workday during the basic workweek of Monday through Friday, the holiday will be observed on that workday. When it falls on a Saturday, the holiday is observed on the preceding Friday. When it falls on a Sunday, the holiday is observed on the following Monday. This applies for all employees except those regularly scheduled to work outside of the standard Monday through Friday workweek and employees in the Firefighting Division (FD) of the Fire and Emergency Medical Services Department (FEMSD).

Part-time Employees

For part-time employees, whenever a holiday or day designated as a holiday falls on the employee's regularly scheduled workday, they will be entitled to that holiday. No "in-lieu-of", or make up, day is authorized for a part-time employee if a holiday falls or is observed on a day the employee does not work.

Holidays and Non-Standard Workweeks

Employees who are 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 Firefighting Division of FEMSD, the day to be treated as a holiday is determined as follows:

a. *When the holiday falls on a workday in the basic workweek of the employee, that day is the holiday for the employee.*

b. *When a holiday falls on a non-workday, the first scheduled workday following that non-workday is considered the legal holiday.*

c. *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.*

"In-Lieu-Of" Days

When an employee is regularly scheduled to be off on a day designated a legal public holiday, and their regular workweek is not Monday through Friday, they will be entitled to an "in-lieu-of", or alternate, day off.

Flexible and Compressed Work Schedules

When a holiday falls on the non-workday of an employee on a Flexible Work Schedule (FWS) or Compressed Work Schedule (CWS), the employee's preceding workday is the designated the *"in-lieu-of"* holiday. If a holiday falls on a Sunday non-workday of an employee on a FWS or CWS non-workday, the employee's subsequent workday is the designated "in-lieu-of" holiday. An agency head (or his or her designee) may select a different "in-lieu-of" holiday for full-time agency employees (including employees on CWS) when it is deemed that an alternate day is necessary to prevent "adverse agency impact".

In-Lieu-of Schedules

The attached in-lieu-of schedules are applicable to all covered employees, except individuals in the Firefighting Division of the FEMSD, and in some instances, uniformed members of the Metropolitan Police Department. These schedules should be used ONLY when applicable to employees whose workweek is other than Monday through Friday and when the employees' regularly scheduled day off falls on the legal public holiday.

Holiday Pay

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 only be paid 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.

Collective Bargaining Agreements

In the event of a conflict between any of the provisions of this E-DPM bulletin and any collective bargaining agreement (CBA), the provisions of the CBA will control to the extent that there is a difference.

Legal

Authorities

1. Section 1202 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 1-139; D.C. Official Code § 1-612.02); and

2. Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

Applicability

This bulletin applies to those District government agencies subordinate to the Mayor's personnel authority. Other personnel authorities or independent agencies may adopt any of all of these procedures to provide guidance to employees under their respective jurisdictions.

Additional Information

For additional information concerning this bulletin, please contact the Department of Human Resources, Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.policy@dc.gov.

Ventris C. Gibson, Director

Attachment 1 –
2016 "In-Lieu-Of" Holidays

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2016
"IN-LIEU-OF" HOLIDAYS

MONDAY HOLIDAYS		
	Birthday of Martin Luther King, Jr.	Monday, January 18
	Washington's Birthday	Monday, February 15
	Memorial Day	Monday, May 30
	Independence Day	Monday, July 4
	Labor Day	Monday, September 5
	Columbus Day	Monday, October 10
	Christmas Day	Monday, December 26

MONDAY HOLIDAYS "IN-LIEU-OF" DAYS								
Scheduled Days Off	Holiday	Dr. MLK, Jr.'s Birthday	Washington's Birthday	Memorial Day	Independence Day	Labor Day	Columbus Day	Christmas Day
Sun & Mon	Sat	Jan 16	Feb 13	May 28	July 2	Sep 3	Oct 8	Dec 24
Mon & Tues	Sun	Jan 17	Feb 14	May 29	July 3	Sep 4	Oct 9	Dec 25
Mon & Wed								
Mon & Thurs								
Mon & Fri								
Mon & Sat								

THURSDAY HOLIDAYS		
	Thanksgiving Day	Thursday, November 24

THURSDAY HOLIDAYS "IN-LIEU-OF" DAYS		
Scheduled Days Off	Holiday	Thanksgiving Day
Sun & Thurs	Wed	Nov 23
Mon & Thurs	Fri	Nov 25
Tues & Thurs		
Wed & Thurs		
Thurs & Fri	Wed	Nov 23
Thurs & Sat		

FRIDAY HOLIDAYS	New Year's Day	Friday, January 1
	D.C. Emancipation Day	Friday, April 15
	Veterans Day	Friday, November 11

MONDAY HOLIDAYS "IN-LIEU-OF" DAYS				
Scheduled Days Off	Holiday	New Year's Day	D.C. Emancipation Day	Veteran's Day
Sun & Fri	Thurs	Dec 31, 2015	Apr 14	Nov 10
Mon & Fri	Sat	Jan 2	Apr 16	Nov 12
Tues & Fri				
Wed & Fri				
Thurs & Fri				
Fri & Sat	Thurs	Dec 31, 2015	April 14	Nov 10

Attachment 2 –
2017 "In-Lieu-Of" Holidays

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2017

"IN-LIEU-OF" HOLIDAYS

MONDAY HOLIDAYS		
	New Year's Day	Monday, January 2
	Birthday of Dr. Martin Luther King, Jr.	Monday, January 16
	Washington's Birthday	Monday, February 20
	D.C. Emancipation Day	Monday, April 17
	Memorial Day	Monday, May 29
	Labor Day	Monday, September 4
	Columbus Day	Monday, October 9
	Christmas Day	Monday, December 25

MONDAY HOLIDAYS "IN-LIEU-OF" DAYS

Scheduled Days Off	Holiday	New Year's Day	Dr. MLK, Jr.'s Birthday	Washington's Birthday	D.C. Emancipation Day	Memorial Day	Labor Day	Columbus Day	Christmas Day
Sun & Mon	Sat	Dec 31, 2016	Jan 14	Feb 18	April 15	May 27	Sep 2	Oct 7	Dec 23
Mon & Tues	Sun	Jan 1	Jan 15	Feb 19	April 16	May 28	Sep 3	Oct 8	Dec 24
Mon & Wed									
Mon & Thurs									
Mon & Fri									
Mon & Sat									

TUESDAY HOLIDAYS		
	Independence Day	Tuesday, July 4

TUESDAY HOLIDAYS "IN-LIEU-OF" DAYS

Scheduled Days Off	Holiday	Independence Day
Sun & Tues	Mon	July 3
Mon & Tues	Wed	July 5
Tues & Wed	Mon	July 3
Tues & Thurs		
Tues & Fri		
Tues & Sat		

THURSDAY HOLIDAYS	Thanksgiving Day	Thursday, November 23

THURSDAY HOLIDAYS "IN-LIEU-OF" DAYS		
Scheduled Days Off	Holiday	Thanksgiving Day
Sun & Thurs	Wed	Nov 22
Mon & Thurs	Fri	Nov 24
Tues & Thurs		
Wed & Thurs		
Thurs & Fri	Wed	Nov 22
Thurs & Sat		

FRIDAY HOLIDAYS	Inauguration Day*	Friday, January 20
	Veterans Day	Friday, November 10

FRIDAY HOLIDAYS "IN-LIEU-OF" DAYS			
Scheduled Days Off	Holiday	Inauguration Day	Veteran's Day
Sun & Fri	Thurs	*No "In-Lieu-Of" Day	Nov 9
Mon & Fri	Sat		Nov 11
Tues & Fri			
Wed & Fri			
Thurs & Fri			
Fri & Sat	Thurs		Nov 9