

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-284

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SUBJECT: Schedules of Legal Public Holidays for Calendar Years **2014** and **2015**

Date: December 31, 2013

1. Purpose

The purpose of this Electronic-District Personnel Manual (E-DPM) bulletin is to provide the *Calendar Year 2014 and Calendar Year 2015 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. Applicability

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

3. Authority

Statutory: 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

Regulatory: Chapter 12 of D.C. personnel regulations, Hours of Work, Legal Holidays and Leave

4. Provisions

A. The legal public holidays for calendar years **2014** and **2015** for District government employees whose basic workweek is Monday through Friday are as follows:

CALENDAR YEAR 2014 LEGAL PUBLIC HOLIDAYS
New Year's Day, Wednesday, January 1, 2014
Dr. Martin Luther King, Jr.'s Birthday, Monday, January 20, 2014
Washington's Birthday, Monday, February 17, 2014
D.C. Emancipation Day, Wednesday, April 16, 2014

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CALENDAR YEAR 2014 LEGAL PUBLIC HOLIDAYS continued
Memorial Day, Monday, May 26, 2014
Independence Day, Friday, July 4, 2014
Labor Day, Monday, September 1, 2014
Columbus Day, Monday, October 13, 2014
Veterans Day, Tuesday, November 11, 2014
Thanksgiving Day, Thursday, November 27, 2014
Christmas Day, Thursday, December 25, 2014

CALENDAR YEAR 2015 LEGAL PUBLIC HOLIDAYS
New Year's Day, Thursday, January 1, 2015
Dr. Martin Luther King, Jr.'s Birthday, Monday, January 19, 2015
Washington's Birthday Monday, February 16, 2015
D.C. Emancipation Day, Thursday, April 16, 2015
Memorial Day, Monday, May 25, 2015
Independence Day, Friday, July 3, 2015*
Labor Day, Monday, September 7, 2015
Columbus Day, Monday, October 12, 2015
Veterans Day, Wednesday, November 11, 2015
Thanksgiving Day, Thursday, November 26, 2015
Christmas Day, Friday, December 25, 2015

* **Note:** The legal public holiday for Independence Day is Saturday, July 4, 2015. By law, when the holiday falls on a Saturday, it is observed on the preceding Friday.

- B. 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 (see subsection 1220.4 of Chapter 12).
- 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.*) on the last day of a his or her regular tour of duty immediately before a holiday and the first (1st) 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 that is in a non-pay status that was scheduled and approved that falls 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 legal public holiday falls on a workday in the basic workweek of Monday through Friday, that workday shall be the holiday.
- (2) Whenever a legal public holiday falls on a non-workday occurring on Sunday of a basic workweek of Monday through Friday, the holiday is observed on the following Monday.
- (3) Whenever a legal public holiday falls on a non-workday occurring on Saturday of a 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) A subordinate agency head (or his or her designee) may prescribe a different "*in lieu of*" holiday for full-time agency employees (including 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.

5. *In-Lieu-of Schedules*

The *In-Lieu-of Schedules* attached are applicable to all covered employees, except employees covered by paragraph 4(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.

6. Collective Bargaining Agreements

The provisions of a collective bargaining agreement, for employees covered thereby, will take precedence over the provisions of this E-DPM bulletin, to the extent that there is a difference.

7. Inquiries

All inquiries concerning the policies contained in this E-DPM bulletin should be directed to the agency Human Resources Advisor or the Policy and Compliance Administration, DCHR, by calling (202) 442-9700.

8. Effective Date

This E-DPM bulletin is effective immediately.



Shawn Y. Stokes
Director

Attachments:

In-Lieu-of Schedules for Holiday, Pay and Leave Purposes – Calendar Year 2014 and Calendar Year 2015

**SCHEDULE OF "IN-LIEU-OF" DAYS FOR HOLIDAY, PAY
AND LEAVE PURPOSES FOR CALENDAR YEAR 2014**

<u>MONDAY HOLIDAYS</u> (2014)	DR. MARTIN LUTHER KING (MLK), JR.'S BIRTHDAY	MONDAY, JANUARY 20, 2014
	WASHINGTON'S BIRTHDAY	MONDAY, FEBRUARY 17, 2014
	MEMORIAL DAY	MONDAY, MAY 26, 2014
	LABOR DAY	MONDAY, SEPTEMBER 1, 2014
	COLUMBUS DAY	MONDAY, OCTOBER 13, 2014

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						
DAYS OFF	HOLIDAY	DR. MLK, JR'S BIRTHDAY	WASHINGTON'S BIRTHDAY	MEMORIAL DAY	LABOR DAY	COLUMBUS DAY
Sunday and Monday	Saturday	January 18, 2014	February 15, 2014	May 24, 2014	August 30, 2014	October 11, 2014
Monday and Tuesday	Sunday	January 19, 2014	February 16, 2014	May 25, 2014	August 31, 2014	October 12, 2014
Monday and Wednesday	Sunday	January 19, 2014	February 16, 2014	May 25, 2014	August 31, 2014	October 12, 2014
Monday and Thursday	Sunday	January 19, 2014	February 16, 2014	May 25, 2014	August 31, 2014	October 12, 2014
Monday and Friday	Sunday	January 19, 2014	February 16, 2014	May 25, 2014	August 31, 2014	October 12, 2014
Monday and Saturday	Sunday	January 19, 2014	February 16, 2014	May 25, 2014	August 31, 2014	October 12, 2014

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

<u>TUESDAY HOLIDAY</u> (2014)	VETERANS DAY	TUESDAY, NOVEMBER 11, 2014
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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:

TUESDAY HOLIDAY – "IN-LIEU-OF" DAYS		
DAYS OFF	HOLIDAY	VETERANS DAY
Sunday and Tuesday	Monday	NOVEMBER 10, 2014
Monday and Tuesday	Wednesday	NOVEMBER 12, 2014
Tuesday and Wednesday	Monday	NOVEMBER 10, 2014
Tuesday and Thursday	Monday	NOVEMBER 10, 2014
Tuesday and Friday	Monday	NOVEMBER 10, 2014
Tuesday and Saturday	Monday	NOVEMBER 10, 2014

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

WEDNESDAY HOLIDAYS (2014)	NEW YEAR'S DAY	WEDNESDAY, JANUARY 1, 2014
	D.C. EMANCIPATION DAY	WEDNESDAY, APRIL 16, 2014

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

WEDNESDAY HOLIDAY – “IN-LIEU-OF” DAYS			
DAYS OFF	HOLIDAY	NEW YEAR'S DAY	D.C. EMANCIPATION DAY
Sunday and Wednesday	Tuesday	December 31, 2013	April 15, 2014
Monday and Wednesday	Thursday	January 2, 2014	April 17, 2014
Tuesday and Wednesday	Thursday	January 2, 2014	April 17, 2014
Wednesday and Thursday	Tuesday	December 31, 2013	April 15, 2014
Wednesday and Friday	Tuesday	December 31, 2013	April 15, 2014
Wednesday and Saturday	Tuesday	December 31, 2013	April 15, 2014

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

THURSDAY HOLIDAYS (2014)	THANKSGIVING DAY	THURSDAY, NOVEMBER 27, 2014
	CHRISTMAS DAY	THURSDAY, DECEMBER 25, 2014

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	THANKSGIVING DAY	CHRISTMAS DAY
Sunday and Thursday	Wednesday	November 26, 2014	December 24, 2014
Monday and Thursday	Friday	November 28, 2014	December 26, 2014
Tuesday and Thursday	Friday	November 28, 2014	December 26, 2014
Wednesday and Thursday	Friday	November 28, 2014	December 26, 2014
Thursday and Friday	Wednesday	November 26, 2014	December 24, 2014
Thursday and Saturday	Wednesday	November 26, 2014	December 24, 2014

FRIDAY HOLIDAY – “IN-LIEU-OF” DAYS		
FRIDAY HOLIDAY (2014)	INDEPENDENCE DAY	FRIDAY, JULY 4, 2014

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

FRIDAY HOLIDAYS – “IN-LIEU-OF” DAYS		
DAYS OFF	HOLIDAY	INDEPENDENCE DAY
Sunday and Friday	Thursday	July 3, 2014
Monday and Friday	Saturday	July 5, 2014
Tuesday and Friday	Saturday	July 5, 2014
Wednesday and Friday	Saturday	July 5, 2014
Thursday and Friday	Saturday	July 5, 2014
Friday and Saturday	Thursday	July 3, 2014

**SCHEDULE OF "IN-LIEU-OF" DAYS FOR HOLIDAY, PAY
AND LEAVE PURPOSES FOR CALENDAR YEAR 2015**

<u>MONDAY HOLIDAYS</u> (2015)	DR. MARTIN LUTHER KING (MLK), JR.'S BIRTHDAY	MONDAY, JANUARY 19, 2015
	WASHINGTON'S BIRTHDAY	MONDAY, FEBRUARY 16, 2015
	MEMORIAL DAY	MONDAY, MAY 25, 2015
	LABOR DAY	MONDAY, SEPTEMBER 7, 2015
	COLUMBUS DAY	MONDAY, OCTOBER 12, 2015

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				
DAYS OFF	HOLIDAY	DR. MLK, JR'S BIRTHDAY	WASHINGTON'S BIRTHDAY	MEMORIAL DAY
Sunday and Monday	Saturday	January 17, 2015	February 14, 2015	May 23, 2015
Monday and Tuesday	Sunday	January 18, 2015	February 15, 2015	May 24, 2015
Monday and Wednesday	Sunday	January 18, 2015	February 15, 2015	May 24, 2015
Monday and Thursday	Sunday	January 18, 2015	February 15, 2015	May 24, 2015
Monday and Friday	Sunday	January 18, 2015	February 15, 2015	May 24, 2015
Monday and Saturday	Sunday	January 18, 2015	February 15, 2015	May 24, 2015

MONDAY HOLIDAYS – "IN-LIEU-OF" DAYS continued			
DAYS OFF	HOLIDAY	LABOR DAY	COLUMBUS DAY
Sunday and Monday	Saturday	September 5, 2015	October 10, 2015
Monday and Tuesday	Sunday	September 4, 2015	October 11, 2015
Monday and Wednesday	Sunday	September 4, 2015	October 11, 2015
Monday and Thursday	Sunday	September 4, 2015	October 11, 2015
Monday and Friday	Sunday	September 4, 2015	October 11, 2015
Monday and Saturday	Sunday	September 4, 2015	October 11, 2015

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

<u>WEDNESDAY HOLIDAY</u> (2015)	VETERANS DAY	WEDNESDAY, NOVEMBER 11, 2015
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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	VETERANS DAY
Sunday and Wednesday	Tuesday	November 10, 2015
Monday and Wednesday	Thursday	November 12, 2015
Tuesday and Wednesday	Thursday	November 12, 2015
Wednesday and Thursday	Tuesday	November 10, 2015
Wednesday and Friday	Tuesday	November 10, 2015
Wednesday and Saturday	Tuesday	November 10, 2015

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

<u>THURSDAY HOLIDAYS</u> (2015)	NEW YEAR’S DAY	THURSDAY, JANUARY 1, 2015
	D.C. EMANCIPATION DAY	THURSDAY, APRIL 16, 2015
	THANKSGIVING DAY	THURSDAY, NOVEMBER 26, 2015

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	NEW YEAR’S DAY	D.C. EMANCIPATION DAY	THANKSGIVING DAY
Sunday and Thursday	Wednesday	December 31, 2014	April 15, 2015	November 25, 2015
Monday and Thursday	Friday	January 2, 2015	April 17, 2015	November 27, 2015
Tuesday and Thursday	Friday	January 2, 2015	April 17, 2015	November 27, 2015
Wednesday and Thursday	Friday	January 2, 2015	April 17, 2015	November 27, 2015
Thursday and Friday	Wednesday	December 31, 2014	April 15, 2015	November 25, 2015
Thursday and Saturday	Wednesday	December 31, 2014	April 15, 2015	November 25, 2015

<u>FRIDAY HOLIDAYS</u> (2015)	INDEPENDENCE DAY	FRIDAY, JULY 3, 2015
	CHRISTMAS DAY	FRIDAY, DECEMBER 25, 2015

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

FRIDAY HOLIDAYS – “IN-LIEU-OF” DAYS			
DAYS OFF	HOLIDAY	INDEPENDENCE DAY	CHRISTMAS DAY
Sunday and Friday	Thursday	July 2, 2015	December 24, 2015
Monday and Friday	Saturday	July 4, 2015	December 26, 2015
Tuesday and Friday	Saturday	July 4, 2015	December 26, 2015
Wednesday and Friday	Saturday	July 4, 2015	December 26, 2015
Thursday and Friday	Saturday	July 4, 2015	December 24, 2015
Friday and Saturday	Thursday	July 2, 2015	December 24, 2015