Personnel Manual Issuance System

Independence Day (July 4, 2015)

District Personnel Bulletin No. 12-306

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June 28, 2015	**July 31, 2015**	**12**

Overview

Each year, July 4th is recognized as a public holiday commemorating the adoption of the Declaration of Independence on July 4, 1776, which declared the United States' independence from Great Britain. Because the holiday falls on Saturday this year, the public holiday is observed for most employees on Friday, July 3rd. This bulletin provides basic guidance to the Human Resources community as it relates to pay and leave for the July 4, 2015, holiday.

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General Pay & Leave Provisions

For 2015, because July 4th falls on a Saturday, for an employee whose typical tour of duty is Monday through Friday, July 3, 2015, is deemed a legal public holiday for pay and leave purposes.

Therefore, for employees who typically work Monday through Friday:

1. Employees are entitled to holiday leave, with pay, for Friday, July 3, 2015; and
2. For time reporting purposes, their pay should be coded as "Holiday Pay."

Non-Standard Tours of Duty

For an employee whose typical tour of duty is *not* Monday through Friday, for purposes of pay and leave, the public holiday depends on their typical schedule. Generally speaking, the public holiday for these employees is the workday before their first regular day off.

Therefore, for employees who typically work on either Saturday or Sunday:

1. Employees are entitled to holiday leave, with pay, for the date designated as their legal public holiday (see below table); and
2. For time reporting purposes, their pay should be coded as "Holiday Pay - HOL."

Scheduled Days Off	Legal Public Holiday for the Fourth of July
Sunday and Monday, June 28th and 29th	Saturday, June 27, 2015
Monday and Tuesday, June 29th and 30th	Sunday, June 28, 2015
Tuesday and Wed., June 30th and July 1st	Monday, June 29, 2015
Wednesday and Thursday, July 1st and 2nd	Tuesday, June 30, 2015
Thursday and Friday, July 2nd and 3rd	Wednesday, July 1, 2015
Friday and Saturday, July 3rd and 4th	Thursday, July 2, 2015

Holiday Premium Pay

Employees at grades 14 and below who are required to work on a day designated as a legal public holiday that is within their regular tour of duty, are entitled to holiday premium pay. Employees receiving the premiums:

1. Receive their regular hourly rate for the hours actually worked;
2. Receive an additional premium at their regular hourly rate for the hours actually worked; and
3. For time reporting purposes, will code their time as "Holiday Worked - HLW."

Holiday Premium Examples:

(1) ***Regular Schedule.*** *An employee typically works Monday through Friday. His or her "legal public holiday" falls on July 3, 2015. Notwithstanding the holiday, the employee is required to report for duty on July 3, 2015. The employee should code their time as "Holiday Worked" and will receive 2x their regular hourly rate of pay for each hour worked on July 3, 2015.*

(2) ***Non-Standard Schedule – Example 1.*** *An employee typically works Sunday through Thursday, having Friday and Saturday off. His or her "legal public holiday" falls on July 2, 2015. Notwithstanding the holiday, the employee is required to report for duty on July 2, 2015. The employee should code their time as "Holiday Worked" and will received 2x their regular hourly rate of pay for each hour worked on July 2, 2015.*

(3) ***Non-Standard Schedule – Example 2.*** *An employee typically works Saturday through Wednesday, having Thursday and Friday off. His or her "legal public holiday" falls on July 1, 2015. The employee* ***does not receive holiday premium pay for Saturday July 4, 2015****.* However, if the employee is required to work on *July 1, 2015, he or she will receive 2x their regular hourly rate using "Holiday Worked" as the time reporting code.*

Collective Bargaining Agreements

To the extent this bulletin conflicts with an applicable collective bargaining agreement, or past practices involving employees organized under a recognized labor union, the terms of that agreement or past practice should be followed.

Legal

Applicability

The terms of this bulletin apply to agencies under the personnel authority of the Department of Human Resources. This bulletin does not apply to uniform members of the Metropolitan Police Department or the Fire and Emergency Medical Services Department.

Authorities

1. D.C. Code § 1-612.02.
2. 6B DCMR § 1132

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.

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Date