



**Tips and Tidbits  
Issue #: 11- 2009**



**15 November 2009**

**Question: How are holiday benefits determined for civilian employees?**

Generally, Federal service employees are granted an off-duty workday with full pay and without charge to leave on a holiday. However, full holiday benefits may also be contingent upon other considerations such as an “in lieu of” holiday, overtime, night or Sunday differential, or holiday premium pay.

Full-time employees who are not required to work on a holiday receive the basic rate of pay for the equivalent number of holiday hours. For example, an employee with a standard work week of 40 hours during a 5-day week would be excused for 8 hours of non-overtime holiday pay. These 8 hours would be a part of the 40 hour basic work week. Conversely, an employee with a compressed work schedule would be excused for the number of non-overtime hours they would otherwise work on that day; therefore, if the holiday falls on a 9 or 10 ten hour basic workday, the holiday pay would be for 9 or 10 hours, respectively.

Part-time employees are only entitled to holiday pay when the holiday falls on a day on which they would normally have to work or request leave and does not include overtime work. These employees only receive holiday pay for the number of hours they are regularly scheduled to work, and, if a holiday falls on a non-workday, are not entitled to an “in lieu of” holiday.

When a holiday falls on a non-workday, full-time employees are entitled to an “in lieu of” holiday and are granted holiday leave on the basic workday immediately before or after the non-workday under the following provisions:

- First, if the non-workday is Saturday, the “in lieu of” holiday will be the Friday before Saturday. If the non-workday is Sunday, the “in lieu of” holiday will be the next basic workday after Sunday\*.
- Second, if the head of the Agency determines that a different “in lieu of” holiday is necessary to prevent an “adverse agency impact”, a different “in lieu of” holiday may be designated for compressed schedule employees.

When employees are required to work on a holiday, they are entitled to receive premium pay in addition to their basic rate of pay for work which is not in excess of 8 hours or is overtime work. Holiday premium pay is equal to the employee’s rate of basic pay. Moreover, employees who are required to work during basic holiday hours are entitled to a minimum of 2 hours of holiday premium pay.

In the event employees are required to work overtime on a holiday, they are entitled to overtime pay or compensatory time off, if applicable. Normally, the overtime work must be ordered and approved in advance.

Employees, who are entitled to night differential pay for regularly scheduled night work, are entitled to night differential pay for work that falls on holiday or overtime hours. Night differential pay is 10 percent of the rate of the employees' basic pay, and is paid in addition to the holiday premium or overtime pay. If employees are excused from working the night holiday hours, they will receive the night pay in addition to their basic rate of pay. (NOTE: Night differential is part of basic pay for Federal Wage System employees)

Employees, who are entitled to Sunday differential pay for regularly scheduled Sunday work, are entitled to Sunday premium pay for Sunday work that falls on holiday hours. Sunday differential pay is 25 percent of the rate of the employees' basic pay, and is paid in addition to the holiday premium pay. If employees are excused from working the Sunday holiday hours, they will only receive their basic rate of pay as Sunday premium pay is only an entitlement if the employee *actually performs* work on Sunday.

The following holidays have been legally designated for civilian employees:

- New Year's Day (January 1)
- Birthday of Martin Luther King, Jr. (Third Monday in January)
- Washington's Birthday (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

\* For other "in lieu of" holidays for non-workday scenarios, please contact your servicing HR Specialist.

For additional information, please contact your servicing Human Resources Specialist.

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