



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, December 23, 2020
CPM 2020-18

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: MICHAEL J. RIGAS, ACTING DIRECTOR

Subject: Closing of Federal Government Departments and Agencies on Thursday,
December 24, 2020

The President has issued an Executive order excusing executive branch non-Postal Service employees from duty on Thursday, December 24, 2020, except those who, in the judgment of the head of the agency, cannot be excused for reasons of national security, defense, or other public need. (See Executive Order attachment). For pay and leave purposes, this period will be treated as falling within the scope of statutes and Executive orders governing holidays for Federal employees.

Most employees who are excused from duty on December 24th will receive the basic pay they would have received if no Executive order had been issued. An employee who was previously scheduled to take annual leave on December 24th will not be charged annual leave (or any other form of paid leave, compensatory time off, or credit hours) for his or her scheduled workday. (This policy does not apply to employees who receive annual premium pay for standby duty under 5 U.S.C. 5545(c)(1) or to firefighters who are covered by the special pay provisions of 5 U.S.C. 5545b.) An employee who is required to work nonovertime hours on December 24th is entitled to holiday premium pay under 5 U.S.C. 5546(b).

For general pay and leave administration guidance please refer to the following fact sheets:

- [Fact Sheet: Federal Holidays - Work Schedules and Pay](#)
- [Fact Sheet: Federal Holidays - "In Lieu Of" Determination](#)
- [Fact Sheet: Federal Holidays](#)
- [Flexible Work Schedules](#)
- [Compressed Work Schedules](#)
- [Compensation Main Page](#)

The President's Executive order excuses Federal employees from duty during a pay period (December 20, 2020-January 2, 2021) in which there are already two holidays—Christmas Day and New Year's Day. Thus, there will be three holidays within the same pay period – i.e., December 24 and December 25, 2020, and January 1, 2021. For further information on the procedures for multiple holidays during a pay period, see the fact sheet "Federal Holidays - Work Schedules and Pay" referenced above.

Employees of the U.S. Postal Service and contract employees should contact their supervisor (or contract officer) to obtain information on their pay and leave entitlements for December 24th.

Additional Information

For additional information, agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov. Employees should contact their agency human resources offices for assistance.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Human Resources Directors

Attachments:

- Executive Order
- [Fact Sheet: Federal Holidays - Work Schedules and Pay](#)
- [Fact Sheet: Federal Holidays - "In Lieu Of" Determination](#)