



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, December 11, 2015
CPM 2015-12

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Beth F. Cobert, Acting Director

Subject: Excusing Federal Employees from Duty for the Last Half of the Scheduled Workday on Thursday, December 24, 2015

The President has issued an Executive order excusing executive branch non-Postal Service employees from duty for the last half of the scheduled workday on Thursday, December 24, 2015, with pay and without a charge to leave, except those who, in the judgment of the head of the agency, cannot be excused for reasons of national security, defense, or other essential public need. (See Attachment 1.) For pay and leave purposes, the last half of the scheduled workday on December 24, 2015, 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 for the last half of the scheduled workday 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 the last half of the scheduled workday. (This policy does not apply to employees who receive annual premium pay for standby duty (5 U.S.C. 5545(c)(1)) or firefighters who are covered by special pay provisions (5 U.S.C. 5545b).) An employee who is required to work nonovertime hours during the last half of his or her scheduled workday on December 24th is entitled to holiday premium pay (5 U.S.C. 5546(b)).

If an employee has scheduled “use or lose” annual leave for the last half of the scheduled workday on December 24, 2015, and is unable to reschedule that leave for use before the end of the leave year (i.e., January 9, 2016), the leave will be forfeited. When “use or lose” leave is forfeited under these conditions, the law (5 U.S.C. 6304(d)) does not permit restoration of the leave.

The attached questions and answers provide pay and leave administration guidance. (See Attachment 2.) For additional information, see the U.S. Office of Personnel Management’s (OPM’s) fact sheets on —

- [Federal Holidays - Work Schedules and Pay](#)
- [Compressed Work Schedules](#)
- [Flexible Work Schedules](#)

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 general information on Federal pay, leave, and work scheduling policies, please visit <http://www.opm.gov/policy-data-oversight/pay-leave>. Since policies may differ from agency to agency, employees should contact their agency human resources office for information on their agency's policy on holidays, agency field offices should contact their appropriate headquarters-level agency human resources office, and agency headquarters-level offices may contact Pay and Leave at OPM at pay-leave-policy@opm.gov. (Requests from individual employees will be returned or forwarded to the appropriate agency human resources office.)

cc: Chief Human Capital Officers, and Human Resources Directors

Attachment 1: Executive Order: Half-Day Closing of Executive Departments and Agencies of the Federal Government on Thursday, December 24, 2015 (see PDF below)

Attachment 2: Questions and Answers on Pay and Leave Administration for December 24 and 25, 2015 (see PDF below)