



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, February 18, 2003
CPM 2003-EX

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

Subject: Treatment of Employees on Alternative Work Schedules Who Were
Excused from Duty on February 18, 2003

**Treatment of Employees on Alternative Work Schedules Who Were Excused from Duty on
February 18, 2003**

On February 18, 2003, employees of Federal agencies in the Washington, DC, area were excused from duty without loss of pay or charge to leave due to heavy snow in the region.

Employees who are on *flexible* or *compressed work schedules* and for whom Tuesday, February 18 was a scheduled AWS day off are not entitled to an "in-lieu-of" day off.

Compressed Work Schedules -- "In-Lieu-Of" Holiday

If an agency had designated Tuesday, February 18, as the "in-lieu of" Washington's Birthday holiday for employees on a *compressed work schedule*, the agency should designate a new "in-lieu-of" holiday before the end of the pay period for those employees. Designation of a new "in-lieu-of" holiday day must be consistent with the agency's existing alternative work schedule plan. In the event an employee works on his or her "in lieu of" holiday, he or she will be entitled to holiday premium pay for that day.