

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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EMS TRANSMISSION

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To: Center Directors
Servicing Personnel Offices

From: Director, National Human Resources Management Center

Subject: Guidance on Leave Administration for the Christmas and New Year's Holidays

The purpose of this memorandum is to disseminate OPM Guidance on leave administration for the Christmas and New Year's Holidays. Please forward this information to your timekeepers.

This year, both Christmas Day and New Year's Day fall on Saturdays, which are nonworkdays for most Federal employees. The day that will be treated as the holiday for both Christmas and New Year's Day for all employees (with the exception of part-time or intermittent employees), i.e., the "in-lieu-of" holiday is Friday, December 24 and Friday, December 31, 1999, respectively.

Although there is no authority to grant in-lieu-of holidays to part-time or intermittent employees, agencies are given discretionary authority to grant excused absence (administrative leave) to part-time employees whose offices are closed on a day when most full-time employees have an in-lieu-of holiday. The Department of Interior's policy is to grant administrative leave to part-time employees on in-lieu-of holidays. Therefore, timekeepers should record the time as administrative leave (code 060). The amount of administrative leave granted should correspond to the employee's regularly scheduled tour of duty (i.e., if the employee's regularly scheduled tour of duty is three hours on Friday, they would only be granted three hours of administrative leave).

There are no provisions to grant excused absence (administrative leave) to intermittent employees, therefore, they will not receive pay for Friday, December 24 or December 31, 1999.

If you have any questions, please contact Jane Haddock at (303) 236-6701 or Jerry Jones at (303) 236-6690.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

cc: WO-700

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