

LEGAL PUBLIC HOLIDAYS 2018

PERSONNEL MANUAL ISSUANCE SYSTEM


dchr

**DISTRICT PERSONNEL
ISSUANCE No. 2018-01**

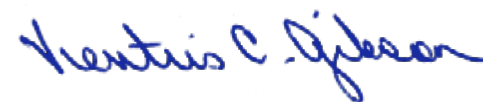
Effective Date:
January 1, 2018

Expiration Date:
December 31, 2018

Related DPM Chapters:
12

The word "Overview" is written in a large, white, sans-serif font on a black rectangular background. This background is part of a larger graphic element that includes a red diagonal stripe and a photograph of the District of Columbia flag.A photograph of the District of Columbia flag, featuring three red stars on a white field and three red and white stripes, is shown on a flagpole against a blue sky. A thick red diagonal stripe cuts across the image from the bottom left towards the top right.

The District government offers eleven paid holidays each year. Paid holidays begin with New Year’s Day in January, and end with Christmas Day in December. This bulletin outlines all the legal public holidays, and when employees should observe the holiday according to their scheduled tours of duty. This issuance also addresses holiday premium pay for employees who are required to work during a legal public holiday.

A handwritten signature in blue ink that reads "Ventris C. Gibson".

Ventris C. Gibson, Director

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Public Holidays

Full Time Schedules Monday - Friday

For full-time employees who are regularly scheduled to work Mondays through Fridays, when a holiday falls on a Saturday, the legal public holiday is the preceding Friday. When a holiday falls on Sunday, the legal public holiday is the following Monday.

For calendar year 2018, the legal public holidays for District government employees whose basic workweek is Monday through Friday are as follows:

Calendar Year 2018 Legal Public Holidays	
New Year's Day	Monday, January 1
Martin Luther King Jr.'s Birthday	Monday, January 15
Washington's Birthday	Monday, February 19
D.C. Emancipation Day	Monday, April 16
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Columbus Day	Monday, October 8
Veterans Day*	Monday, November 12
Thanksgiving Day	Thursday, November 22
Christmas Day	Tuesday, December 25

Part Time Schedules and Schedules Other Than Monday - Friday

Special rules apply if an employee works part-time, or when an employee's typical schedule is other than Monday through Friday.

Part Time Employees

For part-time employees, whenever a public holiday falls on one of the employee's regularly scheduled workdays, the part-time employee will be entitled to holiday pay. When a public holiday falls on a day a part-time employee is not regularly scheduled to work, no "in-lieu-of" or make-up day is authorized for that part-time employee.

Full Time Employees with Non-Standard Workweeks

For full-time employees whose schedule is on days other than Monday through Friday, including compressed work schedules, and when a holiday falls on a day he or she is regularly scheduled off, the public holiday for that employee depends on their scheduled tour of duty. The resulting public holiday is often called an "in-lieu-of" holiday. For these employees, when a holiday falls on the –

- **first (or only) non-workday** – the public holiday for the employee is the workday immediately after the first non-workday.
- **last non-workday** – the public holiday for the employee is the day immediately before the last non-workday.

Holiday Premium Pay

An employee who is scheduled to work on a holiday and does not receive an in-lieu-of day will be paid holiday premium pay for that day. Holiday premium pay will only be paid for work actually performed. An employee who performs holiday work is entitled to a minimum of two (2) hours of holiday premium pay. Employees who are paid at grade 15 or above shall not be entitled to holiday premium pay.

A large background image showing a woman in a white blazer shaking hands with another person. The scene is set in a bright, modern office environment with large windows in the background.

Collective Bargaining Agreements

In the event of a conflict between any of the provisions of this E-DPM bulletin and any collective bargaining agreement (CBA), the provisions of the CBA will control to the extent that there is a difference.





Legal

Authorities

1. D.C. Official Code §§ 1-611.03, 1-612.01, and 1-612.02.
2. Title 6B, Chapter 11 of the D.C. Municipal Regulations, § 1132, Premium Pay – Holiday Premium Pay
3. Title 6B, Chapter 12 of the D.C. Municipal Regulations, Hours of Work, Legal Holidays and Leave.

Applicability

This issuance applies to those District government agencies subordinate to the Mayor's personnel authority. Other personnel authorities or independent agencies may adopt any of these procedures to provide guidance to employees under their respective jurisdictions. The provisions in this issuance exclude the following employees:

1. Uniformed members of the Metropolitan Police Department (MPD); and
2. Uniformed members of the Fire and Emergency Medical Services Department (FEMS)

For additional information regarding the exception of essential personnel, refer to §§ 1123.1 of Chapter 11B and 1201.2 of Chapter 12 of the D.C. personnel regulations.

Additional Information

For additional information concerning this issuance, please contact the Department of Human Resources, Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.policy@dc.gov.

Attachment 1

Attachment 1 2018 "In-Lieu-Of" Holidays

[Begins on Next Page]

2018

"IN-LIEU-OF" HOLIDAYS

MONDAY HOLIDAYS

New Year's Day	Monday, January 1
Martin Luther King, Jr.'s Birthday	Monday, January 15
Washington's Birthday	Monday, February 19
D.C. Emancipation Day	Monday, April 16
Memorial Day	Monday, May 28
Labor Day	Monday, September 3
Columbus Day	Monday, October 8
Veterans Day	Monday, November 12

MONDAY HOLIDAYS "IN-LIEU-OF" DAYS

Scheduled Days Off	Holiday	New Year's Day	Martin Luther King Jr.'s Birthday	Washington's Birthday	D.C. Emancipation Day	Memorial Day	Labor Day	Columbus Day	Veterans Day
Sun & Mon	Tues	Jan 2	Jan 16	Feb 20	Apr 17	May 29	Sep 4	Oct 9	Nov 13
Mon & Tues	Sun	Dec 31, 2017	Jan 14	Feb 18	Apr 15	May 27	Sep 2	Oct 7	Nov 11
Mon & Wed									
Mon & Thurs									
Mon & Fri									
Mon & Sat									

2018

"IN-LIEU-OF" HOLIDAYS

TUESDAY HOLIDAYS	Christmas Day	Tuesday, December 25
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TUESDAY HOLIDAYS "IN-LIEU-OF" DAYS		
Scheduled Days Off	Holiday	Christmas Day
Sun & Tues	Wed	Dec 26
Mon & Tues		
Tues & Wed	Mon	Dec 24
Tues & Thurs		
Tues & Fri		
Tues & Sat		

WEDNESDAY HOLIDAYS	Independence Day	Wednesday, July 4
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WEDNESDAY HOLIDAYS "IN-LIEU-OF" DAYS		
Scheduled Days Off	Holiday	Independence Day
Sun & Wed	Thurs	July 5
Mon & Wed		
Tues & Wed		
Wed & Thurs	Tues	July 3
Wed & Fri		
Wed & Sat		

2018

"IN-LIEU-OF" HOLIDAYS

THURSDAY HOLIDAYS	Thanksgiving Day	Thursday, November 22
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THURSDAY HOLIDAYS "IN-LIEU-OF" DAYS		
Scheduled Days Off	Holiday	Thanksgiving Day
Sun & Thurs	Fri	Nov 23
Mon & Thurs		
Tues & Thurs		
Wed & Thurs		
Thurs & Fri	Wed	Nov 21
Thurs & Sat		