

LEGAL PUBLIC HOLIDAYS: 2019

PERSONNEL MANUAL ISSUANCE SYSTEM


dchr

**DISTRICT PERSONNEL
ISSUANCE No. 2018-21**

Effective Date:
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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 and three red and white stripes, waving on a flagpole against a blue sky. A thick red diagonal stripe cuts across the image from the top right to the bottom left.

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 issuance 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 black ink that reads "Ventris C. Gibson". Below the signature is a horizontal line.

Ventris C. Gibson, Director

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Public Holidays

Full Time Schedules Monday - Friday

For calendar year 2019, the legal public holidays for District government employees whose basic workweek is Monday through Friday are as follows:

Calendar Year 2019 Legal Public Holidays	
New Year's Day	Tuesday, January 1
Martin Luther King, Jr.'s Birthday	Monday, January 21
Washington's Birthday	Monday, February 18
D.C. Emancipation Day	Tuesday, April 16
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Veterans Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Christmas Day	Wednesday, 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, when a holiday falls on their regularly scheduled day 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 **before** the first non-workday.
- **Last non-workday** - the public holiday for the employee is the day immediately **after** the last non-workday.

Please refer to the attached in-lieu of schedule for guidance on determining the legal public holiday for employees who work non-standard schedules.

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.

The background of the page features a large image of two people shaking hands. On the left, a woman with dark hair, wearing a light-colored blazer, is smiling and looking upwards. On the right, a man in a dark suit is shaking her hand. The image is partially obscured by a large red diagonal graphic element that runs from the top right towards the bottom left.

Collective Bargaining Agreements

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





Legal

Legal

Authorities

1. D.C. Official Code [§§§ 1-611.03, 1-612.01, and 1-612.02](#).
2. [Chapter 11](#) of the District Personnel Manual, § 1132, Premium Pay – Holiday Premium Pay.
3. [Chapter 12](#) of the District Personnel Manual, §§ 1220-1224, 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 designated as essential personnel:

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

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

Attachment 1 2019 “In-Lieu-Of” Holidays

[Begins on Next Page]

2019

"IN-LIEU-OF" HOLIDAYS

MONDAY HOLIDAYS	Martin Luther King, Jr.'s Birthday	Monday, January 21
	Washington's Birthday	Monday, February 18
	Memorial Day	Monday, May 27
	Labor Day	Monday, September 2
	Columbus Day	Monday, October 14
	Veterans Day	Monday, November 11

MONDAY HOLIDAYS "IN-LIEU-OF" DAYS							
Scheduled Days Off	Holiday	Birthday of Martin Luther King, Jr	Washington's Birthday	Memorial Day	Labor Day	Columbus Day	Veterans Day
Sun & Mon	Tues	Jan 22	Feb 19	May 28	Sep 3	Oct 15	Nov 12
Mon & Tues	Sun	Jan 20	Feb 17	May 26	Sep 1	Oct 13	Nov 10
Mon & Wed							
Mon & Thurs							
Mon & Fri							
Mon & Sat							

2019

"IN-LIEU-OF" HOLIDAYS

TUESDAY HOLIDAYS	New Year's Day	Tuesday, January 1
	D.C. Emancipation Day	Tuesday, April 16

TUESDAY HOLIDAYS "IN-LIEU-OF" DAYS			
Scheduled Days Off	Holiday	New Year's Day	D.C. Emancipation Day
Sun & Tues	Wed	Jan 2	Apr 17
Mon & Tues			
Tues & Wed	Mon	Dec 31	Apr 15
Tues & Thurs			
Tues & Fri			
Tues & Sat			

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

2019

"IN-LIEU-OF" HOLIDAYS

THURSDAY HOLIDAYS	Independence Day	Thursday, July 4
	Thanksgiving Day	Thursday, November 28

THURSDAY HOLIDAYS "IN-LIEU-OF" DAYS			
Scheduled Days Off	Holiday	Independence Day	Thanksgiving Day
Sun & Thurs	Fri	July 5	Nov 29
Mon & Thurs			
Tues & Thurs			
Wed & Thurs	Wed	July 3	Nov 27
Thurs & Fri			
Thurs & Sat			