

## Bulletin to All TSA Employees - 12/19/2019

### December 24, 2019 – Federal Holiday

Wednesday, December 25, 2019, and Wednesday, January 1, 2020, are federal holidays and non-emergency TSA employees are excused from duty. This year, non-emergency TSA employees will also be excused from duty on Tuesday, December 24, 2019, in accordance with the Executive Order signed by the President on December 17, 2019. Those three days will be treated as a holiday for pay and leave purposes.

Because of the critical nature of our mission, many of our employees, such as TSOs, FAMs and Indications and Warnings Watch Analysts, will not be able to be excused from duty on those days. If an employee is not excused from duty because his or her services are required, he or she will receive holiday premium pay (if applicable) for non-overtime work performed on December 24, 25 and January 1.

Employees scheduled to take “use or lose” annual leave on the December 24 holiday must reschedule and use or donate the leave before the end of the leave year (January 4, 2020), otherwise, the leave will be forfeited. There is no authority to restore annual leave forfeited under these circumstances.

Additional guidance about the pay and leave impact of the Executive Order is provided in the [December 24, 2019, Holiday Pay and Leave Administration Guidance](#).

#### Questions?

Please contact the HCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).