

## **Questions and Answers on Pay and Leave Administration December 24, 2019 Federal Holiday**

### **Q1. Who is an emergency employee?**

- A1. Emergency employee positions are listed in TSA Handbook 1100.61-1, *Dismissals and Closures*. Management officials may determine emergency employees are not required to report for duty on December 24, 2019. Employees who are not required to work on other holidays are not required to report for duty on December 24, 2019.

### **Leave**

### **Q2. Are employees who are scheduled to take annual leave on Tuesday, December 24, charged leave for that day?**

- A2. No. Employees who are scheduled to take annual leave on Tuesday, December 24, will not be charged leave for that day.

### **Q3. Will employees forfeit “use or lose” annual leave scheduled for Tuesday, December 24?**

- A3. Yes. If an employee has scheduled “use or lose” annual leave for Tuesday, December 24, and is unable to reschedule that leave for use before the end of the leave year (i.e., January 4, 2020), the leave will be forfeited. When “use or lose” leave is forfeited under these conditions, the law does not permit restoration of the leave. Employees may donate their excess annual leave to an approved leave recipient under the Federal government’s voluntary leave transfer programs or under the Emergency Leave Transfer Program for approved leave. Employees interested in donating leave should speak with their servicing HR office.

### **“In Lieu of” Holiday**

### **Q4. What day is the “in lieu of” holiday for an employee whose basic work schedule does not include Tuesday, December 24 and/or Wednesday, December 25?**

- A4. When a holiday falls on a non-workday outside a full-time employee’s basic workweek, he or she is entitled to an “in-lieu-of” holiday, except when the holiday falls on Sunday, the day to be treated as the “in-lieu-of” holiday is the workday immediately preceding the non-workday.

*Example 1—Wednesday - Saturday Work Schedule (Tuesday is a scheduled non-workday, Wednesday a scheduled workday)*

Since the employee has a regularly scheduled non-workday on Tuesday, December 24, and a regularly scheduled workday on Wednesday, December 25, the “in-lieu-of” holiday for Tuesday, December 24 would be the preceding workday — in this example, Saturday, December 21.

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There is no need for an “in-lieu-of” holiday for Wednesday, December 25, as it is a scheduled workday and provided for as a holiday.

*Example 2 — Thursday - Tuesday Work Schedule (Tuesday is a scheduled workday, Wednesday a scheduled non-workday)*

Since the employee has a regularly scheduled workday on Tuesday, December 24, and a regularly scheduled non-workday on Wednesday, December 25, Tuesday becomes a non-workday and there is no need for an “in-lieu-of” holiday for that day, as Tuesday, December 24 is now a holiday. The “in-lieu-of” holiday for Wednesday, December 25 would be the preceding workday — in this example, Sunday, December 22. It is the Wednesday, December 25, holiday for which an “in-lieu-of” holiday needs to be determined, since it is a nonworkday in this example.

*Example 3 — Wednesday – Sunday Work Schedule (Both Tuesday and Wednesday are scheduled non-workdays)*

Since the employee has regularly scheduled non-workdays on both Tuesday, December 24, and Wednesday, December 25, the “in-lieu-of” holiday for December 24 would be the immediately preceding workday (in this example, Sunday, December 22) and the “in-lieu-of” holiday for December 25 would be the next preceding workday (in this example, Saturday, December 21).

**Q6. What is the “in lieu of” holiday for an employee on an alternative work schedule (AWS) (i.e., flexible work schedule or compressed work schedule) whose regularly scheduled day off (RDO) is Tuesday, December 24?**

A6. For full-time employees on an AWS schedule whose regularly scheduled day off (RDO) is Tuesday, December 24, the workday immediately preceding that day will be designated as the employee's “in lieu of” holiday.

*Example 1- Regularly scheduled non-workday (RDO) is Tuesday*

If an employee on an AWS has his or her regularly scheduled day off (RDO) on Tuesday, December 24, and the preceding workday is Friday, December 20, the “in-lieu-of” holiday for Tuesday, December 24, is Friday, December 20.

*Example 2 — Regularly scheduled non-workday (RDO) is Wednesday*

If an employee on an AWS has his or her regularly scheduled day off (RDO) on Wednesday, December 25, and the preceding workday is Friday, December 20, (because Tuesday, December 24, has become a non-workday—i.e., a holiday through Executive order), the “in-lieu-of” holiday for Wednesday, December 25, is Friday, December 20.

**Q7. May an agency change an AWS employee's "in lieu of" holiday?**

- A7. No, with one limited exception. An agency may select an alternative "in lieu of" holiday for employees on fixed compressed work schedules if the supervisor determines that a different "in lieu of" holiday is necessary to prevent an "adverse agency impact."

Although there is no authority for an agency to change the "in lieu of" holiday for an employee on a flexible work schedule, the employee may reschedule his or her RDO consistent with agency policy.

**Q8. Are part-time employees entitled to an "in lieu of" holiday?**

- A8. No, there is no authority to grant an "in lieu of" holiday to part-time or intermittent employees. Part-time employees are entitled to a holiday only if they have a regularly scheduled basic (i.e., non-overtime) tour of duty on the actual holiday, Tuesday, December 24, 2019.

**Basic Pay Entitlement on a Holiday**

**Q9. How many hours of basic pay are employees entitled to receive when excused from day on the Federal Holiday, December 24, 2019, or the determined "in lieu of" holiday?**

- A9. *Full-Time Employees*

Full-time employees under a conventional work schedule (8 hours a day, 40 hours a week) are excused from 8 hours of non-overtime work, which are considered part of the 40-hour basic workweek.

*Part-Time Employees*

A part-time employee is entitled to a holiday when the holiday falls on a day when he or she would otherwise be required to work or take leave. This does not include overtime work. Part-time employees who are excused from work on a holiday receive their rate of basic pay for the non-overtime hours they are regularly scheduled to work on that day.

*Compressed Work Schedule*

A full-time or part-time employee on a compressed work schedule who does not work because of a holiday receives his or her rate of basic pay for the number of non-overtime hours he or she was scheduled to work on the holiday. For example, if a holiday falls on a 10-hour basic workday, the employee's holiday is 10 hours.

## Holiday Premium Pay - Performing Work on a Holiday

**Q10. What pay do employees receive for working during their regularly scheduled basic (i.e., non-overtime) hours on Federal Holiday, December 24, 2019**

A10. A non-Transportation Senior Executive Service employee who performs any work during his or her regularly scheduled basic (i.e., non-overtime) tour of duty on December 24, 2019 (or an applicable in-lieu-of holiday) receives holiday premium pay in addition to his or her regular pay. Employees assigned to work on December 24th during their regularly scheduled tour of duty are entitled to a minimum of 2 hours of holiday premium pay.

**Q11. Are all TSA employees entitled to holiday premium pay?**

A11. No. Members of the Transportation Senior Executive Service (TSES), who are excluded from the premium pay provisions TSA MD and Handbook 1100.55-8, Premium Pay, are not entitled to holiday premium pay.

**Q12. I am normally off on holidays. Can I be required to work on the Federal Holiday – December 24, 2019?**

A12. Appropriate management officials may determine an employee normally excused from duty on holidays is needed to perform work in support of the agency mission. In these circumstances, the employees should be advised as soon as possible of the requirement to work.

**Q13. How many hours of holiday premium pay are employees entitled to earn?**

A13. *Full-Time Employees*

Full-time employees on standard work schedules (8 hours a day, 40 hours a week) receive holiday premium pay for up to 8 hours of work during their regularly scheduled basic tour of duty on December 24, 2019. Holiday premium pay is also applicable to the in-lieu-of holiday.

### *Compressed Work Schedule*

Employees under compressed work schedules are entitled to holiday premium pay if they are required to work during their basic work requirement on this day. The number of hours of holiday premium pay may not exceed the non-overtime hours in an employee's compressed work schedule on December 24, 2019 (e.g., 10 non-overtime hours). Holiday premium pay is also applicable to the in-lieu-of holiday.

### *Part-Time Employees*

Part-time employees who are required to perform work during a regularly scheduled basic tour of duty on December 24, 2019 are entitled to receive holiday premium pay for up to the number of non-overtime hours worked.

**Q14. How is holiday premium pay calculated?**

A14. For each hour of non-overtime holiday work, employees receive holiday premium pay. Holiday premium pay is equal to an employee's rate of basic pay. Employees who are required to work on a holiday receive their rate of basic pay, plus holiday premium pay, for each hour of holiday work.

**Compensatory Time Off and Overtime Pay**

**Q15. May an employee who is required to work during his or her regularly scheduled basic (i.e., non-overtime) tour of duty on December 24, 2019 earn compensatory time off instead of holiday premium pay for that work?**

A15. No. An employee must receive holiday premium pay for work performed during his or her regularly scheduled basic (i.e., non-overtime) tour of duty on December 24, 2019.

Compensatory time off is provided in lieu of overtime pay for irregular or occasional overtime work. However, because a holiday is considered part of a full-time employee's regular 40-hour workweek (or 80 hours biweekly for employees on variable or compressed work schedules), work performed during a regularly scheduled basic (i.e., non-overtime) tour of duty on December 24, 2019 is not considered overtime work.

**Q16. What if an employee performs work outside his or her regularly scheduled basic (i.e., non-overtime) tour of duty December 24, 2019? How is he or she compensated for that work?**

A16. An employee who performs work outside his or her regularly scheduled basic tour of duty (i.e., overtime work) on December 24, 2019 is compensated at the applicable overtime pay rate or through compensatory time off (in appropriate circumstances).

**Night Pay**

**Q17. What pay will employees receive if they perform work at night on December 24, 2019?**

A17. TSA employees are entitled to night pay for regularly scheduled work (i.e., work scheduled in advance of the administrative workweek) between 6:00 p.m. and 6:00 a.m. Night pay is earned for regularly scheduled work at night even if an employee is also entitled to overtime pay/compensatory time off or holiday premium pay for the same hours of work.

TSA employees in the following positions: Coordination Center Officers, Transportation Security Officers (TSOs), Master TSOs, Expert TSOs, Lead TSOs, Supervisory TSOs, Transportation Security Managers (also referred to as Screening Managers and Security Managers) and Transportation Security Inspectors (TSIs) performing aviation, cargo, or other types of transportation security inspection work (including Lead TSIs and

Supervisory TSIs) will receive night pay differential for all regularly scheduled and irregular nighttime hours that occur between 6:00 p.m. and 6:00 a.m.

Employees also are entitled to night pay when they are excused from regularly scheduled night work during holiday hours. A TSA employee who is excused from regularly scheduled night work on December 24, 2019 is entitled to receive his or her rate of basic pay plus night pay.

### **Employees Called Back to Work**

**Q18. Are employees entitled to overtime and/or holiday premium pay if they are called back to work on December 24, 2019?**

A18. When an employee is required to return to a worksite to perform irregular or occasional overtime work, he or she is entitled to receive a minimum of 2 hours of overtime pay and/or compensatory time off as appropriate. An employee who is called back to work during his or her regularly scheduled basic (i.e., non-overtime) tour of duty on December 24, 2019 is entitled to receive a minimum of 2 hours of holiday premium pay.

### **Shift Trades**

**Q19. What do we do for shift trades scheduled for December 24, 2019, or in lieu of holidays for December 24, 2019?**

A19. December 24, 2019, and in lieu of holidays for December 24, 2019, are treated as any other holiday. Please refer to the [Shift Trade Payroll Handbook](#). for shift trade payroll guidance on holidays.

### **Travel on a Holiday**

**Q20. Are employees entitled to holiday premium pay for the time they spend in work-related travel on a Federal holiday?**

A20. If an employee who is normally required to perform non-overtime work on a holiday (e.g., TSOs) is required to travel on a holiday, he/she is entitled to Holiday Premium Pay for compensable time spent traveling during regularly scheduled work hours (See TSA Handbook 1100.55-8, Premium Pay, Section D.)

Generally, most employees do not receive holiday premium pay for time spent traveling on a holiday; however, they continue to be entitled to pay for the holiday in the same manner as if the travel were not required.

**Q19. If an employee is required to travel on a Federal holiday, is the employee entitled to receive compensatory time off for travel?**

A19. Compensatory time off for travel may be earned by an employee only for time spent in a travel status away from the employee's official duty station when such time is not

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otherwise compensable. Although most employees do not receive holiday premium pay for time spent traveling on a holiday, an employee continues to be entitled to pay for the holiday in the same manner as if the travel were not required. Thus, an employee may not earn compensatory time off for travel during basic (i.e., non-overtime) holiday hours because the employee is entitled to his or her rate of basic pay for those hours. However, if an employee travels outside of normal work hours (e.g., 8:00 a.m. to 4:30 p.m.) on a holiday, he or she is entitled to earn compensatory time off for travel if the travel time is not compensable as hours of work.

### Workforce Central (WFC) and webTA

#### Q20. How do I enter the December 24, 2019, Federal Holiday into WFC?

A20. The WFC system has been updated with the December 24, 2019 Federal Holiday to allow for holiday automation. The December 24, 2019 Federal Holiday will be treated as any other holiday in WFC. Please refer to the [Holiday Automation Processing Guidance](#) on the eTAS iShare site for additional information on entering holidays into WFC.

#### Q21. How do I enter the December 24, 2019, Federal Holiday into webTA?

A21. The December 24, 2019 Holiday will be treated as any other holiday in webTA. For those employees entitled to Holiday Premium Pay on December 24, 2019, Federal Holiday as stated in the above FAQs, Holiday Premium Pay must be entered into webTA using the Holiday Worked and Paid Holiday Time Off Transaction codes. If entered incorrectly, the timecard will go into suspense at the National Finance Center (NFC).

**T&A Data**  
 Name: TIMEKEEPER2 TIMEKEEPER2      Pay Period: 20 : Sep 29, 2019 to Oct 12, 2019  
 Time Card Type: Regular      Leave Year: 2019

		Sep				Oct				Oct											
		29	30	1	2	3	4	5		6	7	8	9	10	11	12	Wk 1	Wk 2	Total		
		S	M	T	W	T	F	S		S	M	T	W	T	F	S					
<b>Work Time</b>																					
Edt	Holiday Worked	0TOTSAC206300T023P002000000																			
Del		HRM - FY20 Staffing Ops & Support																			
New																					
<b>Work Time Total</b>																					
<b>Leave and Other Time</b>																					
Edt	Paid Holiday Time	0TOTSAC206300T023P002000000																			
Del	Off	HRM - FY20 Staffing Ops & Support																			
New																					
<b>Leave and Other Time Total</b>																					
<b>Daily Total</b>																					
<b>Dollar Transactions</b>																					
Transaction		Account Description																Dollar Amt		Remarks	
New																					
<b>Total</b>																					

For those employees that are entitled to receive basic pay when excused from the holiday on the December 24, 2019 Federal Holiday as stated in the above FAQs, the basic pay must be entered using the Paid Holiday Time Off Transaction Code.

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**T&A Data**

Name: **TIMEKEEPER2 TIMEKEEPER2** Pay Period: **20 : Sep 29, 2019 to Oct 12, 2019**  
 Time Card Type: **Regular** Leave Year: **2019**

Transaction		Sep		Oct					Oct					Wk 1	Wk 2	Total
		29	30	1	2	3	4	5	6	7	8	9	10			
Pfx Sfx Account		S	M	T	W	T	F	S	S	M	T	W	T	F	S	
<b>Work Time</b>																
New		(No Work Time transactions)														
<b>Leave and Other Time</b>																
Paid Holiday Time		0T0T5AC206300T023P002000000														
Off		HRM - FY20 Staffing Ops & Support														
New		Leave and Other Time Total														
Daily Total																