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Bulletin for ALL TSA Employees – 05/20/2020

Holiday Leave and Pay Reminders

Human Capital (HC) is providing the following guidance as a reminder, in accordance with the TSA Management Directive (MD) 1100.55-8, *Premium Pay*, and the associated Handbook, employees (excluding members of the Transportation Security Executive Service) who are authorized or required as part of their assigned duties to work on a holiday, will receive holiday premium pay for non-overtime hours of work performed.

An employee must be in a pay status for at least one hour on the workday before or the workday after a holiday in order to receive holiday (leave) pay. There is no requirement for the hour to be the last hour of the workday or the first hour of the workday after the holiday. For time and attendance purposes, Emergency Paid Sick leave (EPSL) and Weather and Safety Leave are considered an approved leave status. Employees using either type of leave for at least one hour on the workday before or the workday after a holiday are entitled to receive holiday (leave) pay (TC 66- Paid Holiday Time off).

Note: If an employee is scheduled for Weather and Safety Leave on the holiday or in lieu of the holiday, their T&A will be coded as holiday leave.

Note: If an employee performs non-overtime work on a holiday or **in lieu of the holiday**, the employee will receive holiday premium pay (TC 31- Holiday Worked) for the holiday.

If you have any questions regarding this notification, please contact webTA Support at HelpDesk@mailserver-hraccess.tsa.dhs.gov or call 1-877-872-7990.

Questions?

Due to the current COVID-19 pandemic, the HCAccess Help Desk hours of operation have temporarily changed. Live agents will be available from 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday, excluding Federal holidays, and closed Saturday through Sunday until further notice. Employees can 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](#). Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this [link](#) and visit Human Capital online at this [link](#).