

DESIGNATED HOLIDAY

If a holiday falls on Sunday and the employee's non-work days are Saturday and Sunday,

the employee's designated holiday would be Monday. If the non-work days are Sunday

and Monday, the employee's designated holiday would be Saturday. If the non-work

days are Saturday and Friday, the employee's holiday would be Sunday, since Sunday is

a regularly scheduled work day.

If the holiday falls on Saturday and the employee's non-work days are Saturday and

Sunday, the employee's designated holiday would be Friday. If the employee's nonwork

days are Saturday and Friday, the employee's designated holiday would be

Thursday.

For full-time employees in NTFT duty assignments, the determination of the designated

holiday is in accordance with the ELM, Section 434.411.b. Some examples of possible

designated holiday scenarios follow:

Full-Time Employees in NTFT Duty Assignments

- **Non-Scheduled days = SAT-SUN-FRI**

If holiday is Sunday – Designated holiday will be Monday

- **Non-Scheduled days = SAT-SUN-MON**

If holiday is Monday – Designated holiday would be Friday

- **Non-Scheduled days = SAT-SUN-THU-FRI**

If holiday is Sunday – Designated holiday would be Monday

• **Non-Scheduled days = SAT-SUN-MON-FRI**

If holiday is Sunday – Designated holiday would be Thursday.

Please share with your state and local leaders.