

FREQUENTLY ASKED QUESTIONS

In-Lieu of Holidays

Eligibility

1. Is everybody eligible for an in-lieu of holiday?

No. Only full-time employees are entitled to an in-lieu of holiday when a holiday falls on a non-workday.

- Permanent, temporary, and term employees are eligible for an in-lieu of holiday on the first day of their appointment.
- Part-time employees are not eligible for an in-lieu of holiday when a holiday falls on a non-workday.
- Intermittent employees may not receive pay when no work is done on a holiday.

Number of Hours

2. How many hours of paid holiday time off can I claim?

Full-time employees excused from work on a Federal holiday receive:

- **Flexible Work Schedule:** 8 hours.
- **Standard Work Schedule:** 8 hours.
- **Compressed Work Schedule:** The number of hours scheduled to work on that day (either 8, 9, or 10 hours).
- **First-40 Work Schedule:** 8 hours.
- **Intermittent:** 0 hours. Intermittent employees cannot be paid when no work is performed on a holiday because they do not have a regularly scheduled administrative workweek.

Flex and Work 10 Hours

3. I am under a flexible work schedule and work 10 hours a day. Do I receive 10 hours of paid holiday time off?

No. If you are under a flexible work schedule, you may not receive more than 8 hours of paid holiday time off. (*See 5 U.S.C. 6124*)

- For example, you are on a maxiflex schedule and you like to flex so you can work 10-hour days and your supervisor has approved the work arrangement. You flex to work 10 hours on Mondays, but Monday is a holiday. You can only claim 8 hours of paid holiday time off and will need to make up the other 2 hours throughout the week by working more hours or by taking leave.

Part Time

4. I am a part-time employee. Do I receive paid holiday time off?

Depends if you are regularly scheduled to work on the holiday or not. A part-time employee regularly scheduled to work on a holiday and who is excused from duty is entitled to the number of hours they were regularly scheduled to work on that day, not to exceed 8 hours. (If under a CWS then either 8, 9, or 10 hours).

- **Holiday Falls on a Regular Workday.** For example, a holiday falls on Monday and you are scheduled to work 6 hours on that Monday and are excused from duty. You receive 6 hours of paid holiday time off.
- **Holiday Falls on a Non-workday.** For example, a holiday falls on Monday and Monday is not a regularly scheduled workday. You may not receive paid holiday time off and you may not receive an in-lieu of holiday.

Switching In-Lieu of Days

5. Can I switch my in-lieu of day so I can have a long weekend?

No. You cannot choose which day you want to take as your in-lieu of holiday. Holidays and in-lieu of holidays are mandated by statute and Executive Order and it is based on your scheduled tour of duty.

Leave Without Pay (LWOP)

6. If I have been on LWOP, can I receive paid holiday time off?

You must be in a pay status (TC-01 – Regular Base Pay, etc.) or paid time off status (TC-61 – Annual Leave, TC-62 – Sick Leave, etc.) on your scheduled workday immediately before or immediately after the holiday in order to receive paid holiday time off. (*See OPM Factsheet, Holidays - Work Schedules and Pay and B-187520, February 22, 1977*)

- The minimum time in a pay status required to receive regular paid holiday time off is one hour.
- If you are in non-pay status (LWOP, AWOL, etc.) on the workday before and after the holiday, you may not receive paid holiday time off.
- If you are in a continuous period of non-pay status, you may not be placed in a pay status solely to receive pay for the holiday.

In-Lieu of Holiday in Previous Pay Period

7. Can my in-lieu of holiday be in last pay period?

Yes. When the holiday falls on your non-workday, your in-lieu of holiday is the workday immediately before the holiday (unless an exception applies), and your in-lieu of holiday could be in the previous pay period.

- For example, an employee's regular workdays are Tuesday through Saturday, and non-workdays are Sunday and Monday. If the holiday falls on Monday, their in-lieu of holiday is Saturday in the prior workweek (even if that Saturday fell in a prior pay period).

8. What if I did not know I was supposed to take my in-lieu of holiday last week?

Most in-lieu of holiday designations will be known in advance of the completion of the pay period. While an agency may not change an alternate work schedule (AWS) employee's in-lieu of holiday, the employee may reschedule their AWS day off consistent with agency policy.

- For example, an employee is on a maxiflex work schedule and flexes to work a 5-4/9 schedule, Monday to Friday, with the first Monday of each pay period off. The holiday falls on the first Monday of the pay period, which is the employee's AWS day off. Friday in the previous pay period would be the employee's designated in-lieu of holiday. However, the employee changes their AWS day off from Monday to Tuesday. Monday is now the employee's holiday and the employee's AWS day off is now Tuesday (now the employee's holiday and AWS day off, both occur in the same pay period).

References:

- [5 U.S.C. 6103; 6104; and 6124](#)
- [5 CFR 550.103; 550.131-132](#)
- [5 CFR 610.201-202; 610.405-407](#)
- OPM Fact Sheet, [Federal Holidays - Work Schedules and Pay](#)
- OPM Fact Sheet, [Federal Holidays - "In Lieu Of" Determination](#)