



## National Finance Center Customer Notification

# Update: Juneteenth Federal Holiday

June 21, 2021

Reference Number: NFC-1624298345

Dear Customer:

This is an update to the notice dated Thursday, June 17, 2021 regarding the Juneteenth Federal holiday and the follow up guidance for the coding of employees' Time and Attendance (T&A) records for Pay Period 12. The Office of Personnel Management's (OPM) [HR ADVISORY: 041-2021 - Juneteenth National Independence Day Guidance](#), provided the following information:

- 1) If Saturday, June 19th was the employee's regular workday, Saturday would be observed as the employee's holiday.
- 2) If Saturday was the employee's non-workday, their in-lieu of holiday would be observed on the workday immediately before Saturday. For most employees, the in-lieu of holiday would be on Friday, June 18.
- 3) If Friday was also a non-workday, the in-lieu of holiday would be observed on Thursday June 17 (or the workday immediately before the holiday). Employees who were required to work on Thursday should receive holiday premium pay (TC31 – Holiday Worked), up to 8 hours (or number of hours scheduled under a compressed work schedule). Additional hours worked are coded as overtime and not holiday premium pay.

Employees are limited to 8 hours of holiday paid leave (or number of hours scheduled under a compressed work schedule). Employees under flexible work schedules who flex to work more than 8 hours must make up the additional hours throughout the week by working more hours or taking leave. However, due to extenuating circumstances of the Act being signed into law during the end of the pay period, agencies may grant up

to 2 hours of administrative leave to make up the employee's 80-hour basic biweekly work requirement for employees under a flexible work schedule that fall under this circumstance.

4) The holiday will not be auto populated. Employees of agencies using NFC-hosted T&A systems will need to pull down the correct code (TC66, Paid Holiday Leave) along with the proper accounting.

Also, Agencies should be aware that there will be no modifications to any NFC hosted T&A systems to auto-populate the holiday. Each employee will be responsible for retrieving the TC code 66 (Paid Holiday Leave) along with the associated accounting code.

Authorized Agency representatives with questions concerning this notification should contact the National Finance Center (NFC) Contact Center at 1-855-632-4468 or via the ServiceNow Customer Service Portal.

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