



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-1300

Canc: Feb 09  
USNANOTE 1050  
28/PersOfcr  
NOV 7 2008

USNA NOTICE 1050

From: Superintendent

Subj: UNITED STATES NAVAL ACADEMY 2008/2009 HOLIDAY LEAVE AND LIBERTY POLICY

Ref: (a) MILPERSMAN 1050-290  
(b) USNAINST 7420.10

1. Purpose. To publish the leave and liberty policy for all United States Naval Academy personnel during the 2008/2009 holiday period.

2. Information. The Federal Government officially established Thursday, 27 November 2008, Thursday, 25 December 2008 and Thursday, 1 January 2009 as national holidays.

a. Military Personnel: Where workload and mission requirements allow, non-essential military personnel will observe the following 4-day weekends as listed below. Functions that normally operate during non-duty hours will continue to do so.

(1) Per reference (a), Division Directors and Department Heads are delegated the authority to grant a 4-day special liberty to those military personnel not required for normal operations during the period:

- (a) From 1600, Wednesday, 26 November 2008, until 0700, Monday, 1 December 2008.
- (b) From 1600, Wednesday, 24 December 2008, until 0700, Monday, 29 December 2008.
- (c) From 1600, Wednesday, 31 December 2008, until 0700, Monday, 5 January 2009.

(2) Military personnel not on annual leave may be assigned regular watches and other tasks connected with the security of the Naval Academy.

(3) The following guidance is provided on leave and liberty:

(a) Back-to-back Liberty Periods. Personnel will not be granted liberty periods in succession.

(b) Back-to-back Leave and Special Liberty Periods. Special liberty and leave may not be combined in continuous absence from the duty station. Therefore, military personnel who desire additional days off immediately before the beginning or immediately after the end of the 4-day special liberty periods indicated above should request leave for the entire period of absence.

(c) Back-to-back Leave Periods. Personnel will not be granted two or more successive periods of leave without performing duty between the termination of one leave and the commencement of the other.

(4) Leave Authorizations must be returned to Officer Personnel, stop 1k, not later than the first workday after returning from leave.

b. Civilian Personnel: Where workload and mission requirements allow, civilian employees may take annual leave, leave without pay or accrued compensatory time during the periods listed below.

NOV 7 2008

(1) Employees whose services will not be required for the proper functioning of the divisions/departments or activities of the Naval Academy will be permitted to be absent from duty on Thursday, 27 November 2008; Thursday, 25 December 2008; and/or Thursday, 1 January 2009 without charge to leave or pay.

(2) Employees whose services are required on Thursday, 27 November 2008; Thursday, 25 December 2008; and/or Thursday, 1 January 2009 will be paid holiday pay for all regular hours worked on those days, provided this holiday is a workday within their normal workweek. Those employees whose services are required on Thursday, 27 November 2008; Thursday, 25 December 2008; and/or Thursday, 1 January 2009 and such workday is outside their normal workweek, will be paid the normal overtime rate.

(3) An unscheduled leave policy will be in effect Friday, 28 November 2008; Friday, 26 December 2008; and Friday, 02 January 2009. Employees whose services are not required on one or more of those days may take annual leave, leave without pay or accrued compensatory time.

(4) For employees whose basic workweek is other than Monday through Friday, the day to be celebrated as the holiday will be determined per reference (b).

<u>Holiday</u>	<u>Date</u>	<u>4-day Weekend</u>
Thanksgiving	27 NOV 08	27-30 NOV 08
Christmas	25 DEC 08	25-28 DEC 08
New Year's Day	01 JAN 09	01-04 JAN 09

c. Naval Academy Business Services Division Employees (NABSD). The above policy does not apply to employees of the NABSD Division. NABSD employees should refer to specific NABSD notices, including civil service regulations, regarding policy statements that outline holiday leave.

/S/

J. L. FOWLER

Distribution:  
All Non-Mids (electronically)