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

USNANOTE 1050
28/Pers Ofcr

21 NOV 2011

USNA NOTICE 1050

From: Superintendent, United States Naval Academy

Subj: UNITED STATES NAVAL ACADEMY 2011 WINTER HOLIDAY WEEKEND SCHEDULE

1. Purpose. To announce the Naval Academy holiday weekend schedule for Thanksgiving through New Year's Day, 2012.

2. Policy

a. To provide military and civilian personnel the ability to schedule family travel and time off, non-essential personnel may plan to observe the holiday weekend schedule listed below. Days adjacent to the dates below shall be normal workdays. Release and leave approval authority is at the discretion of supervisors based upon workload and mission requirements.

b. Per U.S. Office of Personnel Management policy, November 24th, December 26th, and January 2nd will be treated as a holiday for civilian pay and leave purposes for most federal employees. Civilian faculty and other instructors appointed under Title 10 authority are encouraged to use accrued leave or leave without pay (LWOP) as desired during breaks in the academic schedule. Civilian staff are encouraged to use accrued leave, credit hours, comp time, or LWOP when time off is desired for regularly-scheduled non-holiday workdays.

c. Non-essential military personnel should be granted a 4-day pass for the Thanksgiving weekend.

d. Contractors should follow the policies/procedures of their parent company.

e. The above policy does not apply to employees of the Naval Academy Business Services Division (NABSD). NABSD employees should refer to specific NABSD closure notices, negotiated agreements, and NAF and civil service regulations for policy regarding holiday leave.

3. The following holiday weekends will be observed. The holiday, its actual date, and the observed weekend (for non-essential military personnel) are listed below:

Holiday	Date	Weekend
Thanksgiving	Thursday, 24 Nov 11	24-27 Nov 11 (Thursday-Sunday)
Christmas	Sunday, 25 Dec 11	24-26 Dec 11 (Saturday-Monday)
New Year's Day	Sunday, 1 Jan 12	31 Dec 11 - 2 Jan 12 (Saturday-Monday)

5. Cancellation Contingency. This notice remains effective until receipt of the next USNANOTE 1050, Subj: United States Naval Academy 2012 Holiday Weekend Schedule.

/S/
S. S. VAHSEN
Chief of Staff

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