



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

Canc: Feb 12

COMDTMIDNNOTE 1050
SWO
23 Nov 11

COMMANDANT OF MIDSHIPMEN NOTICE 1050

Subj: 2011 HOLIDAY LEAVE/LIBERTY POLICY

Ref: (a) USNANOTE 1050 of 21 Nov 11
(b) COMDTMIDNINST 1601.10F

1. Purpose. To promulgate end-of-semester holiday leave/liberty policies and instructions concerning staff assigned to the Commandant's cost center.

2. Policy

a. Civilian Personnel Policy. Per reference (a), the following Federal holidays for Calendar Year 2011 will be observed for civilian employee personnel. The holiday, its actual date, and the observed Federal holiday are listed below. Where workload and mission requirements allow, civilian employees will be offered the opportunity to take annual leave, leave without pay, or accrued compensatory time during the below observed dates per civil service laws and regulations. Civilian employees are encouraged to maximize their alternate and flexible work schedules. Contractor employees will follow the policies and procedures of their respective employers.

<u>Holiday</u>	<u>Date</u>	<u>Federal Holiday</u>
Thanksgiving	Thursday, 23 Nov 2011	Thursday, 23 Nov 2011
Christmas	Sunday, 25 Dec 2011	Monday, 26 Dec 2011
New Year's Day	Sunday, 1 Jan 2012	Monday, 2 Jan 2011

b. Military Personnel Policy. Per reference (a), the following 3-day/4-day weekends for Calendar Year 2011 will be observed. The holiday, its actual date, and the observed weekend are listed below.

<u>Holiday</u>	<u>Date</u>	<u>3-Day/4-Day Weekend</u>
Thanksgiving	Thursday, 24 Nov 2011	24-27 Nov 2011
Christmas	Sunday, 25 Dec 2011	24-26 Dec 2011
New Year's Day	Sunday, 1 Jan 2012	31 Dec 2011-2 Jan 2012

3. Holiday Stand-Down Period

a. The Holiday Stand-Down Period will be from 1630, Tuesday, 20 December 2011 (day of the last final exams) to 0730, Thursday, 5 January 2012 (Academic Board Record Review). Department Heads and Battalion Officers are encouraged to grant maximum liberty/leave during this period consistent with mission accomplishment.

b. Department Heads and Battalion Officers are to ensure coverage of their office functions by a designated individual during the holiday stand-down period. Designated personnel are to be available via phone. If a Department Head, Battalion Officer, or designated representative is relieved by a new representative of that office, then a turnover between the two individuals of ongoing issues and taskers must occur. Ensure the Deputy Commandant of Midshipmen, Senior Watch Officer, and Executive Assistant are aware of the name and contact information of the Acting Department Head or Battalion Officer.

c. Company Officers and Senior Enlisted Leaders will avoid overlapping leave schedules as much as possible. Each Battalion will always have at least one Company Officer and one Senior Enlisted Leader available (two Company Officers if the Battalion Officer is on leave).

d. The Senior Watch Officer will be responsible for generating a watchbill for the holiday stand-down period per reference (b). Department Heads and Battalion Officers are to provide the name and phone number of their designated individual, per paragraph (3b), for each day of the stand-down period to the Senior Watch Officer no later than 28 November 2011.



C. A. CARROLL
By direction

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