

This message is being distributed to NASA civil service employees.  
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## Federal Employees Excused from Duty on Monday, Dec. 24, 2007

On Dec. 6, the president issued an executive order excusing most executive branch employees from duty on Dec. 24, 2007. The day off does not include executive branch employees whose agencies determine they cannot be excused for reasons of national security, defense or other essential public need.

For pay and leave purposes, Dec. 24, 2007, will be treated as falling within the scope of statutes and executive orders governing holidays for federal employees. Most employees who are excused from duty on Dec. 24 will receive the basic pay they would have received if no executive order had been issued.

If you were previously scheduled to take annual leave on Dec. 24, you will not be charged annual leave or any other form of paid leave, compensatory time off, or credit hours. If you have scheduled "use or lose" annual leave for Dec. 24, 2007, and you are unable to reschedule that leave prior to the end of the leave year, (Jan. 5, 2008), the leave will be forfeited. The law does not permit restoration of the leave which is forfeited under these conditions. You have the option of donating unused leave as an alternative.

You may donate leave via WebTADS. For a list of leave donor recipients and additional information, please go to the NSSC Customer Service Web site <https://nssc.nasa.gov/customerservice> and select the Employee Services menu.

For details, including pay and leave guidance, see the Dec. 6, 2007 Office of Personnel Management (OPM) memorandum "Excusing Federal Employees From Duty on Monday, December 24, 2007" on the OPM Web page at: <http://www.opm.gov/oca/compmemo/2007/2007-14.asp>

For additional information, contact your center's human resources office.

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