

No. 05

June 16, 2003

TO: All Mission Employees
FROM: Stephen B. Hogard
Acting Counselor for Management
SUBJECT: EMBASSY HOLIDAY SCHEDULE FOR 2004
REF: Supersedes Admin Circular dated July 18, 2002

The Chief of Mission has approved the official closing of the Embassy on the following United States and Republic of the Philippines holidays during the 2004 calendar year.

<u>HOLIDAY</u>	<u>LEGAL DATE</u>	<u>CLOSING DATE</u>
New Year's Day (USA/PHL)	Thursday, January 1	Thursday, January 1
Martin Luther King, Jr.'s Birthday (USA)	Monday, January 19	Monday, January 19
President's Day (USA)	Monday, February 16	Monday, February 16
Maundy Thursday (PHL)	Thursday, April 8	Thursday, April 8
Araw Ng Kagitingan (Bataan & Corregidor Day) (Heroism Day)(PHL) Good Friday (PHL)	Friday, April 9	Friday, April 9
Labor Day (PHL)	Saturday, May 1	Saturday, May 1
National and Local Elections Day* (PHL)	Monday, May 10	Monday, May 10
Memorial Day (USA)	Monday, May 31	Monday, May 31

***Anticipated Special Holiday**

Independence Day (PHL)	Saturday, June 12	Saturday, June 12
Independence Day (USA)	Sunday, July 4	Monday, July 5
National Heroes Day (PHL)	Sunday, August 29	Sunday, August 29
Labor Day (USA)	Monday, September 6	Monday, September 6
Columbus Day (USA)	Monday, October 11	Monday, October 11
All Saints' Day (PHL)	Monday, November 1	Monday, November 1
Veterans Day (USA)	Thursday, November 11	Thursday, November 11
Thanksgiving Day (USA)	Thursday, November 25	Thursday, November 25
Bonifacio Day (PHL)	Tuesday, November 30	Tuesday, November 30
Christmas Day (USA/PHL)	Saturday, December 25	Friday, December 24
Rizal Day (PHL)	Thursday, December 30	Thursday, December 30
Last Day of the Year (PHL)*	Friday, December 31	Thursday, December 31

Filipino employees who are required to work on an American holiday are entitled to premium pay in accordance with 3 FAM 7354. American employees who are required to work on a Filipino holiday are not entitled to premium pay or compensatory time during normal duty hours. Also, American employees are not entitled to any local holidays after departure from post on home leave, transfer orders, or rest and recuperation travel in accordance with 3 FAM 3418.2. Filipino employees who are required to work on a special holiday observed by the Mission will be entitled to premium pay. On those occasions where the Embassy closes for special national holidays as declared by Malacañang Palace, employees who have approved leave that is not linked to home leave, R&R, or travel in the United States, will be granted administrative leave with the rest of the mission's employees.

***Anticipated Special Holiday**

HR:RKPrutt:lnp

Cleared by: DCM:JAMussomeli