



OFFICE OF THE DIRECTOR

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

DEC 28 2006

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: LINDA M. SPRINGER 
DIRECTOR

SUBJECT: National Day of Mourning for President Gerald R. Ford:
President George W. Bush Orders Federal Government
Closure on January 2, 2007

As the Nation mourns the loss of President Gerald R. Ford, President George W. Bush has taken official action to allow Federal employees to join their fellow citizens in remembering our thirty-eighth President of the United States. The President has issued the attached Executive order to close Federal offices and excuse all Federal employees from duty for the scheduled workday on January 2, 2007, except those who, in the judgment of the head of the agency, cannot be excused for reasons of national security, defense, or other essential public business.

For pay and leave purposes, this period of time will be treated as falling within the scope of statutes and Executive orders governing holidays. Most employees who are excused from duty as a result of the President's Executive order will receive the basic pay they would have received if no Executive order had been issued. An employee who was previously scheduled to take annual leave on January 2, 2007, will not be charged annual leave (or any other form of paid leave, compensatory time off, or credit hours) for that day. (This policy does not apply to employees who receive annual premium pay for standby duty under 5 U.S.C. 5545(c)(1) or to firefighters who are covered by the special pay provisions of 5 U.S.C. 5545b.)

If an employee has scheduled use or lose annual leave for January 2, 2007, and is unable to reschedule that leave for use before the end of the leave year (i.e., January 6, 2007, for most employees), the leave will be forfeited. When use or lose leave is forfeited under these conditions, there is no authority that permits restoration of the leave.

For general pay and leave administration instructions, please refer to our fact sheets on:

“Federal Holidays--Work Schedules and Pay”

<http://www.opm.gov/oca/worksch/HTML/HOLIDAY.asp>,

“Compressed Work Schedules”

<http://www.opm.gov/oca/worksch/HTML/AWSaws.asp>, and

“Flexible Work Schedules”

<http://www.opm.gov/oca/worksch/HTML/awsfws.asp>.

The President's Executive order excuses Federal employees from duty during a pay period in which multiple holidays fall within the same pay period. For further information on the procedures for multiple holidays during a pay period, see Pay and Leave Procedures for Two Holidays—Christmas Day, 2006, and New Year's Day, 2007, CPM-2006-14, November 21, 2006, at <http://www.opm.gov/oca/compmemo/2006/2006-14.asp>.

Employees of the U.S. Postal Service and contract employees should contact their supervisor (or contract officer) to obtain information on their pay and leave entitlements.

cc: Chief Human Capital Officers
Directors of Human Resources

Attachment

THE WHITE HOUSE

Office of the Press Secretary

For Immediate Release

December 28, 2006

EXECUTIVE ORDER

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PROVIDING FOR THE CLOSING OF GOVERNMENT DEPARTMENTS AND AGENCIES
ON JANUARY 2, 2007

By the authority vested in me as President by the Constitution and laws of the United States of America, it is hereby ordered as follows:

Section 1. All executive departments, independent establishments, and other governmental agencies shall be closed on January 2, 2007, as a mark of respect for Gerald R. Ford, the thirty-eighth President of the United States. That day shall be considered as falling within the scope of Executive Order 11582 of February 11, 1971, and of 5 U.S.C. 5546 and 6103(b) and other similar statutes insofar as they relate to the pay and leave of employees of the United States.

Sec. 2. The first sentence of section 1 of this order shall not apply to those offices and installations, or parts thereof, in the Department of State, the Department of Defense, the Department of Justice, the Department of Homeland Security, or other departments, independent establishments, and governmental agencies that the heads thereof determine should remain open for reasons of national security or defense or other essential public business.

GEORGE W. BUSH

THE WHITE HOUSE,
December 28, 2006.

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