



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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JBPHH HI 96860-5102

Canc frp: Sep 18

JBPHHNOTE 1050
JB00

SEP 14 2017

JOINT BASE PEARL HARBOR-HICKAM NOTICE 1050

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: JOINT BASE PEARL HARBOR-HICKAM FISCAL YEAR 2018 HOLIDAY WEEKEND SCHEDULE

1. Purpose. To issue the Joint Base Pearl Harbor Hickam (JBPHH) holiday weekend schedule for the fiscal year 2018.

2. Policy

a. In recognition of the extended hours often worked by Joint Base personnel, non-essential uniformed Sailors and Airmen may observe the dates listed in paragraphs (3) and (4). Department Heads and Special Assistants have full discretion to release assigned personnel based on workload and mission requirements.

b. Where workload and mission requirements allow, civilian employees will be offered the opportunity to take annual leave, credit hours, accrued compensatory time or leave without pay on these days off. This policy is based upon Civil Service laws and regulations.

c. Government contractor employees will follow the policies or procedures of their employer. Contractor employees can only be placed on leave or excused from work by their employer.

3. The below four-day weekends are approved and will be observed. Department Heads and Special Assistants are authorized to approve liberal leave during the holiday period as appropriate to meet mission requirements and/or special requests:

<u>Holiday</u>	<u>Observed</u>	<u>4-day Weekend</u>
Columbus Day	9 Oct 17	6-9 Oct 17
Thanksgiving Day	23 Nov 17	23-26 Nov 17
Christmas Day	25 Dec 17	23-26 Dec 17
New Year's Day	1 Jan 18	30 Dec 17 - 2 Jan 18
Martin Luther King Day	15 Jan 18	12-15 Jan 18
President's Day	19 Feb 18	16-19 Feb 18
Memorial Day	28 May 18	25-28 May 18
Labor Day	3 Sep 18	31 Aug - 3 Sep 18

4. Veterans Day will be observed on Friday, 10 November 2017.

5. Independence Day will be observed on Wednesday, 4 July 2018.

6. The Christmas and New Year holiday period will begin on 18 December 2017 and end on 5 January 2018. As mission requirements allow, a half-day work schedule will be in effect for uniformed personnel. Liberal leave during this time is encouraged for civilian personnel. Department Heads and Special Assistants are

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responsible for approving half-day work schedules and liberal leave of their personnel. The following leave periods are provided as a guide for consideration:

First Period: 18 - 26 December 2017
Turnover Day: Tuesday, 27 December 2017
Second Period: 28 December 2017 - 5 January 2018

7. To help mitigate childcare requirements generated by state of Hawaii holidays observed by the Hawaii Department of Education during the 2017-2018 school year, a liberal leave policy is in effect for the following days subject to mission needs:

Observed
26 Mar 18 - Prince Kuhio Day
30 Mar 18 - Good Friday
11 Jun 18 - King Kamehameha Day
17 Aug 18 - Statehood Day

8. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 dated January 2012.

9. Cancellation Contingency. This notice will remain in effect until superseded by another notice bearing the same subject.



C. D. HURD
By direction

Web Page Address:

http://www.cnic.navy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam/about/jbphh-instructions.html