



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
NAVAL LEGAL SERVICE COMMAND
WASHINGTON DC

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JAG/CNLSCNOTE 1050
OJAG/NLSC/AJAG 06/
NOV 20 2018

JAG/CNLSC STAFF NOTICE 1050

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: ANNUAL HOLIDAY AND FOUR-DAY LIBERTY SCHEDULE (DEC 18 – NOV 19)

Ref: (a) MILPERSMAN 1050-290

1. Purpose. To provide notice of upcoming holiday and planned military four-day liberty periods for personnel assigned to the Office of the Judge Advocate General (OJAG) or Naval Legal Service Command (NLSC) headquarters located in the National Capital Region. This notice covers the period of 1 December 2018 through 30 November 2019.

2. Background. Reference (a) is the military leave and liberty policy. This notice is promulgated to supplement reference (a) and facilitate planning for command personnel of recognized federal holidays and authorized liberty periods during the applicable time. This notice creates no entitlements and is subject to change based on mission requirements or higher headquarters direction.

3. Federal holidays. The following federal holidays will be observed as days off for all personnel:

<u>Holiday</u>	<u>Day</u>
Christmas Day	Tuesday, 25 December 2018
New Year's Day	Tuesday, 1 January 2019
Martin Luther King Jr. Day	Monday, 21 January 2019
Washington's Birthday	Monday, 18 February 2019
Memorial Day	Monday, 27 May 2019
Independence Day	Thursday, 4 July 2019
Labor Day	Monday, 2 September 2019
Columbus Day	Monday, 14 October 2019
Veterans Day	Monday, 11 November 2019
Thanksgiving Day	Thursday, 28 November 2019

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4. Military Four-Day Liberty Periods. OJAG/NLSC HQ intends to authorize four-day liberty to military personnel over the following holiday periods subject to mission requirements:

<u>Holiday</u>	<u>Day</u>
Christmas 2018	22 – 25 December (Saturday – Tuesday)
New Year's Day 2019	29 December – 1 January (Saturday – Tuesday)
Memorial Day 2019	24 – 27 May (Friday – Monday)
Independence Day 2019	4 – 7 July (Thursday – Sunday)
Labor Day 2019	30 August – 2 September (Friday – Monday)
Thanksgiving Day 2019	28 November – 1 December (Thursday – Sunday)

5. Civilian Liberal Leave Periods. Within the above holiday periods identified as four-day liberty periods for military members, OJAG/NLSC HQ civilians are to be authorized liberal leave. Liberal leave means that civilian employees will be offered the opportunity and encouraged to take annual leave, leave without pay, accrued compensatory time, or telework (if applicable), where mission requirements allow and subject to supervisory approval. Time off will be in accordance with all applicable rules and regulations (e.g., documented through the Standard Labor Data Collection and Distribution Application (SLDCADA) System). Civilian personnel who do not take time off during the four-day liberty periods are authorized 59 minutes administrative time off for early departure on normal work days, subject to supervisor approval.

6. Liberty (early release for military and liberal leave for civilians) associated with other holiday weekends not listed above will be promulgated throughout the year in alignment with higher headquarters policies and consistent with mission requirements.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

D. E. Crandall

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Commander, Naval Legal Service Command

John G. Hannink

JOHN G. HANNINK

Judge Advocate General

Distribution:

This Notice is cleared for public release and is available electronically via the Office of the Judge Advocate General web site, <http://www.jag.navy.mil>.