



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
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WASHINGTON NAVY YARD DC 20374-5066

CNLSCNOTE 1050
3 Oct 23

CNLSC NOTICE 1050

From: Commander, Naval Legal Service Command

Subj: FISCAL YEAR 2024 ANNUAL HOLIDAY AND FOUR-DAY SPECIAL LIBERTY
SCHEDULE

Ref: (a) MILPERSMAN 1050-290
(b) FY-24 NDW STAFF NOTICE 1050

1. Purpose. To provide notice of upcoming holiday and planned military four-day liberty periods for personnel assigned to the Naval Legal Service Command (NLSC) headquarters regardless of physical duty location. This notice covers the period of 1 October 2023 through 30 September 2024.

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, and to offer consistency with reference (b), the Naval District Washington policy. This notice creates no entitlements and is subject to change based on mission requirements or higher headquarters direction. NLSC Ech 3 commands are encourage to follow local region command special liberty schedule.

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

<u>Holiday</u>	<u>Day</u>
Columbus Day	Monday, 9 October 2023
Veteran's Day	Friday, 10 November 2023
Thanksgiving Day	Thursday, 23 November 2023
Christmas Day Observed	Monday, 25 December 2023
New Year's Day Observed	Monday, 01 January 2024
Martin Luther King, Jr. Day	Monday, 15 January 2024
Washington's Birthday	Monday, 19 February 2024
Memorial Day	Monday, 27 May 2024
Juneteenth National Independence Day	Wednesday, 19 June 2024
Independence Day	Thursday, 4 July 2024
Labor Day	Monday, 2 September 2024

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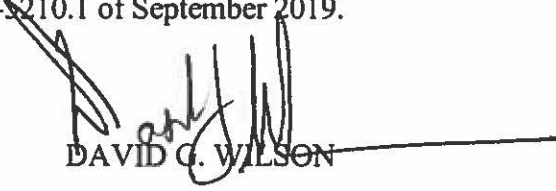
4. Military Four-Day Liberty Periods. NLSC HQ intends to authorize four-day liberty to military personnel over the following holiday periods subject to mission requirements:

<u>Holiday</u>	<u>Day</u>
Columbus Day 2023	6 – 9 October (Friday – Monday)
Veteran's Day 2023	10 – 13 November (Friday – Monday)
Thanksgiving Day 2023	23 – 26 November (Thursday – Sunday)
Christmas Day 2023	25 – 26 December (Monday – Tuesday)
New Year's Day 2024	1 – 2 January (Monday – Tuesday)
Martin Luther King Jr. Day 2024	12 – 15 January (Friday – Monday)
Washington's Birthday	16 – 19 February (Friday – Monday)
Memorial Day 2024	24 – 27 May (Friday – Monday)
Independence Day 2024	4 – 7 July (Thursday – Sunday)
Labor Day 2024	30 August – 2 September (Friday – Monday)

5. Civilian Liberal Leave Periods. Within the above holiday periods identified as four-day liberty periods for military members, 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 or accrued compensatory time, 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 maybe excused for early departure on normal work days, subject to supervisor approval, who may authorize 59 minutes administrative time off for early departure on normal work days.

6. Additional Holiday Liberty Guidance. 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 September 2019.



DAVID G. WILSON

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