



DEPARTMENT OF THE ARMY and AIR FORCE
Joint Forces Headquarters, Kentucky National Guard
Office of the Adjutant General
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168

KG-HRO (690-610)

20 October 2008

MEMORANDUM FOR All Federal Users

SUBJECT: Guidance for the Christmas & New Year's Holidays

1. As the holiday season approaches and on behalf of Major General Tonini, let me be the first to wish every member of our Kentucky National Guard family a safe and joyous holiday.
2. In addition, Major General Tonini has authorized a half-day (4 hrs) of administrative leave for all federal employees in the Kentucky National Guard for 24 and 31 December 2008. This includes all 2nd shift employees as well as all AGR employees. Timekeepers will use DCPS Leave Type Hour Code "LN" (Administrative Leave) for federal technicians.
3. An employee who was previously scheduled to take leave during the half-day administrative leave will not be charged any form of paid leave for that period. An employee who was scheduled to take "use or lose" annual leave during this period will forfeit such leave unless he/she schedules another period of annual leave before the end of this leave year. Use of leave is encouraged for anyone wishing to utilize leave. There is no requirement to keep offices or shops open after 1230 hrs on the 24th or 31st of December.
4. Any employee who cannot be spared from their duties, as determined by the Adjutant General, Chief of Staff, Air Commander, Director or Brigade Administrative Officer, may be required to work during this period. Essential missions must continue, i.e. force protection, etc. Compensatory time may not be claimed for this period.
5. The following has been authorized to maximize your days off during the Holiday Season. Each employee is encouraged to review and schedule time off if desired:
 - a. Employees who work the 4X10 schedule:
 - Will be authorized to earn compensatory time on their normal scheduled day off **PRIOR TO** the Christmas and New Year's holidays in order to have extra time off during the Christmas season.

KG-HRO (690-610)

SUBJECT: Guidance for the Christmas & New Year's Holidays

- b. Employees who work the 5-4-9 schedule:
 - Will also be authorized to earn compensatory time on their normal scheduled day off **PRIOR TO** the Christmas and New Year's holidays for use during the holiday season.
 - c. All other employees: Supervisors are encouraged to allow employees the ability to earn compensatory time liberally **PRIOR TO** the Christmas and New Year's holidays for use during the holiday season.
6. The first line supervisor is authorized to approve compensatory time by simply signing the NGB 46-14 in the appropriate block. Compensatory time off **will not** be granted before it is earned.
 7. The traditional wear of civilian clothes is authorized from 15 December through 31 December as mission allows. Any military travel or specific duty will require wear of the uniform during this period. Any employee having special clothing requirements, such as safety boots, will wear the appropriate clothing during this period.
 8. Open houses are authorized for a period of 3 hours during the holiday season. It will be the responsibility of the supervisor/director/commander to publish the date/time for these events.
 9. Most of all it is imperative that all members of the KYNG and their families remember to keep safety first and foremost in all their activities. Thanks to everyone for the very successful year we have enjoyed, and Happy Holidays!
 10. Questions concerning this action may be addressed to Mrs. Pam Cox at 502-607-1761 or MAJ Shon Adams at 502-607-1340.

FOR THE ADJUTANT GENERAL:

/s/

DONALD R. CONOVER
COL, MP, KYARNG
Human Resources Officer