



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

August 10, 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Columbus Day 2020 Holiday Guidance

Columbus Day will be observed as a holiday for most federal employees on Monday, 12 October 2020.

Accordingly, the Secretary of the Navy has approved special liberty to allow for the early departure or late arrival of Service Members, where mission requirements allow and subject to supervisory approval.

As designated by the Chief of Naval Operations or Commandant of the Marine Corps for their respective Service, Service Members may work their normal duty hours until close of business on Friday, 9 October 2020, and return to work by noon on Tuesday, 13 October 2020. Alternatively, military members may be released at noon on Friday, 9 October 2020, and return to work at their normal duty hour on Tuesday, 13 October 2020.

Civilian employees may be excused early on Friday, 9 October 2020, where mission requirements allow, subject to supervisory approval, and in accordance with all applicable rules and regulations.

In addition, flexibility is encouraged in granting leave for both military and civilian personnel before and after the holiday. Each organization should minimize its holiday manning while ensuring mission accomplishment.

As we celebrate Columbus Day, all personnel are encouraged to keep safety as our highest priority. Have an enjoyable holiday weekend!


Gaye L. Evans

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