

SUMMARY of CHANGE

HR Policy Letter 014; Federal Employee Work Schedule

This major revision, dated 3 November 2024—

- Updates Holiday Leave definitions and paid hours (paragraph 6).
- Updates Holiday Premium Pay Approval, payment amounts, hours and overtime requirements (paragraph 7).
- Updates Maxiflex allowance for the IMD (paragraph 8).
- Addition of Holiday Premium Pay Request Memos (enclosure A)
- Addition of MaxiFlex Request Letter (enclosure B)
- Addition of MaxiFlex Schedules (enclosure C)