



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT # 15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

FKJ1-J

18 AUG 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USFK Annual Holiday Schedule for Fiscal Year 2005

1. Reference UNC/CFC/USFK/EUSA Regulation 1-3, Duty hours, Holiday Schedules, 3 March 1995.
2. In accordance with the enclosed spreadsheet and above reference, this command will observe US and ROK holidays during fiscal year 2005. Lunar holidays will also be celebrated and observed as identified at enclosure and IAW Appendix B of above reference.
3. All personnel not scheduled for duty will be excused from work to observe these holidays. An unscheduled [liberal] leave policy should be granted to all US and ROK civilian employees not entitled to a specific holiday, as appropriate.
4. The following days have been designated as training holidays for US military personnel. All US military personnel not required for mission essential duties will be excused from work. Those US military personnel required to work will be given an alternate day off. If the date is not already a holiday observance, civilian employees should be encouraged to take annual leave or compensatory time.
 - a. Tuesday, 12 Oct 04
 - b. Friday, 12 Nov 04
 - c. Friday, 26 Nov 04
 - d. Monday, 27 Dec 04
 - e. Monday, 3 Jan 05
 - f. Friday, 14 Jan 05
 - g. Friday, 18 Feb 05
 - h. Friday, 27 May 05
 - i. Tuesday, 5 Jul 05
 - j. Tuesday, 6 Sep 05

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5. The Combatant Commander has ordered all non-essential activities within USFK to be closed on Thursday, 10 February 2005, in respect for ROK custom and observance of Seol-Nal (ROK Lunar New Year). All non-essential military personnel and US citizen employees will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, US citizen employees required to work are not authorized either holiday premium pay or a substitute day off. ROK, KATUSA, USFK LN, and MND personnel will observe Seol-Nal on 8, 9, and 10 February 2005. Non-essential US military personnel will observe Seol-Nal on 10 February 2005.

6. USFK LN employees are not authorized "in lieu of" holidays. If required to work on a Korean holiday, they are compensated at the holiday premium rate for all hours worked. Work in excess of eight (8) hours on holidays will be compensated at overtime rates in addition to the holiday premium pay.

7. This year the Chusok holiday period falls on 17, 18, and 19 September 2005. ROK, KATUSA, USFK LN, and MND will observe 17, 18, and 19 September 2005 for Chusok. Non-essential US military and US civilians will observe 19 September 2005 for Chusok. ROK, KATUSA, USFK LN, and MND personnel will be released without charge to leave or loss of pay for the number of duty hours that they are normally scheduled to work 17, 18, and 19 September 2005. Korean employees deemed essential and required to work will be paid holiday premium pay for all hours worked. Alternate days off for employees required to work are not authorized. It has been a past tradition that the Combatant Commander orders all non-essential activities within USFK to be closed on one day in respect for ROK custom and observance of Chusok. The Combatant Commander has chosen to close all non-essential activities on 19 September 2004. All non-essential military personnel and US civilian employees will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, US employees required to work are not authorized either premium pay or a substitute day off.

8. Christmas Holiday.

a. Friday, 24 December 2004, and Friday, 31 December 2004 are federal holidays. US military personnel not required for mission essential duties will be excused from duty. All US civilian employees not required to work on these days will be excused without charge to leave or loss of pay.

b. Holiday period. The period of Monday, 20 December 2004 through Monday, 3 January 2005 is designated as the holiday period for US military personnel. During this holiday period, commanders and staff principles are encouraged to allow the maximum numbers of personnel to take leave – consistent with national and service policies. Leave during this period may not exceed 10 percent (off peninsula). This is necessary

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because it is difficult to maintain appropriate manning levels during the holidays, arrival of replacements decline, further reducing unit strengths and hindering personnel readiness. Commanders should attempt to offer leave windows to personnel that provide as many as possible the opportunity to experience at least one holiday (maybe not both Christmas and New Year) with their families. Reduced, half-day rotational work schedules will be enforced during the holiday period. However, each agency must be prepared to exercise recall plans to quickly achieve a readiness posture in accordance with USFK's mission. A liberal leave policy will be in effect for all US and Korean civilian employees assigned for duty with USFK. Absences by civilian employees during scheduled duty hours will be in accordance with applicable civilian personnel regulations and policies.

9. Point of contact for this memorandum is SFC Broyles at 723-3481. Questions concerning civilian personnel should be brought to the attention of the local civilian personnel office. This USFK Annual Holiday Schedule was coordinated with each component and appropriate staff agencies.

Encl



CHARLES C. CAMPBELL
Lieutenant General, USA
Chief of Staff

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USFK HOLIDAY SCHEDULE - FISCAL YEAR 2005

Effective : 10 Aug 04

DATE	DAY	HOLIDAY	UNC/CFC/USFK MILITARY			UNC/CFC/USFK CIVILIAN		
			US	ROK	KATUSA	DOD (US)	USFK (LN)	MND (KN)
1-Oct-04	FRIDAY	ARMED FORCES DAY (ROK)	NO	YES	YES	NO	NO	YES
3-Oct-04	SUNDAY	NATIONAL FOUNDATION DAY (ROK)	NO	YES	YES	NO	YES	YES
11-Oct-04	MONDAY	COL UMBUS DAY (U.S.)	YES	NO	YES	YES	NO	NO
12-Oct-04	TUESDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
11-Nov-04	THURSDAY	VETERANS DAY (U.S.)	YES	NO	YES	YES	NO	NO
12-Nov-04	FRIDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
14-Nov-04	FRIDAY	KEU FOUNDATION DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
25-Nov-04	THURSDAY	THANKSGIVING (U.S.)	YES	NO	YES	YES	NO	NO
26-Nov-04	FRIDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
24-Dec-04	FRIDAY	CHRISTMAS (U.S.)	YES	NO	YES	YES	NO	NO
25-Dec-04	SATURDAY	CHRISTMAS (U.S./ROK)	YES	YES	YES	YES	YES	YES
27-Dec-04	MONDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
31-Dec-04	FRIDAY	NEW YEARS EVE (U.S.)	YES	NO	YES	YES	NO	NO
1-Jan-05	SATURDAY	NEW YEARS (U.S./ROK)	YES	YES	YES	YES	YES	YES
2-Jan-05	SUNDAY	NEW YEARS/TRAINING HOLIDAY (U.S./ROK LN)	YES	NO	YES	NO	YES	NO
3-Jan-05	MONDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
14-Jan-05	FRIDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
17-Jan-05	MONDAY	DR. MARTIN LUTHER KING DAY (U.S.)	YES	NO	YES	YES	NO	NO
8-Feb-05	TUESDAY	LUNAR NEW YEARS DAY (ROK)	NO	YES	YES	NO	YES	YES
9-Feb-05	WEDNESDAY	LUNAR NEW YEARS DAY (ROK)	NO	YES	YES	NO	YES	YES
10-Feb-05	THURSDAY	*LUNAR NEW YEARS DAY (ROK)	YES	YES	YES	YES	YES	YES
18-Feb-05	FRIDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
21-Feb-05	MONDAY	PRESIDENTS DAY (U.S.)	YES	NO	YES	YES	NO	NO
1-Mar-05	TUESDAY	INDEPENDENCE MOVEMENT DAY (ROK)	NO	YES	YES	NO	YES	YES
5-Apr-05	TUESDAY	ARBOR DAY (ROK)	NO	YES	YES	NO	NO	YES
1-May-05	SUNDAY	LABOR DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
5-May-05	THURSDAY	CHILDREN'S DAY (ROK)	NO	YES	YES	NO	YES	YES
15-May-05	SUNDAY	BUDDAH'S BIRTHDAY (ROK)	NO	YES	YES	NO	YES	YES
27-May-05	FRIDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
30-May-05	MONDAY	MEMORIAL DAY (U.S.)	YES	NO	YES	YES	NO	NO
6-Jun-05	MONDAY	MEMORIAL DAY (ROK)	NO	YES	YES	NO	YES	YES
4-Jul-05	MONDAY	INDEPENDENCE DAY (U.S.)	YES	YES	YES	YES	NO	YES
5-Jul-05	TUESDAY	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
17-Jul-05	SUNDAY	CONSTITUTION DAY (ROK)	NO	YES	YES	NO	YES	YES
15-Aug-05	MONDAY	LIBERATION DAY(ROK)	NO	YES	YES	NO	YES	YES
5-Sep-05	MONDAY	LABOR DAY (U.S./ROK)	YES	YES	YES	YES	NO	YES
6-Sep-05	TUESDAY	TRAINING HOLIDAY (U.S./ROK)	YES	YES	YES	NO	NO	YES
17-Sep-05	SATURDAY	CHUSOK (ROK)	NO	YES	YES	NO	YES	YES
18-Sep-05	SUNDAY	CHUSOK (ROK)	NO	YES	YES	NO	YES	YES
19-Sep-05	MONDAY	*CHUSOK (ROK)	YES	YES	YES	YES	YES	YES

*=Non-essential personnel may be excused

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