



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33RD ST
DORAL, FL 33172

SCCOS

15 October 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Headquarters, U.S. Southern Command Federal Holiday and Family Day Schedule for Calendar Year (CY) 2021.

1. This memorandum identifies the command's federal holidays and family days for CY21. These dates apply to all personnel assigned to Headquarters, United States Southern Command.

<u>Date</u>	<u>Event</u>
01 Jan 21	Federal Holiday (New Year's Day)
15 Jan 21	Family Day
18 Jan 21	Federal Holiday (Martin Luther King, Jr. Day)
12 Feb 21	Family Day
15 Feb 21	Federal Holiday (Presidents' Day)
30 Mar 21	Family Day
28 May 21	Family Day
31 May 21	Federal Holiday (Memorial Day)
02 Jul 21	Family Day
05 Jul 21	Federal Holiday (Independence Day-observed)
03 Sep 21	Family Day
06 Sep 21	Federal Holiday (Labor Day)
08 Oct 21	Family Day
11 Oct 21	Federal Holiday (Columbus Day)
11 Nov 21	Federal Holiday (Veterans' Day)
25 Nov 21	Federal Holiday (Thanksgiving Day)
26 Nov 21	Family Day
23 Dec 21	Family Day
24 Dec 21	Federal Holiday (Christmas Day-observed)
30 Dec 21	Family Day
31 Dec 21	Federal Holiday (New Year's Day-observed)

2. Family Days are special liberty per DODI 1327.06, Leave and Liberty Policy and Procedures. They are designated as days of recognition for the excellent work and

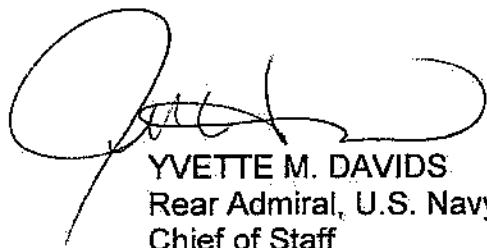
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Schedule for Calendar Year (CY) 2021

superb performance of Headquarters, U.S. Southern Command personnel and intended for the workforce to enjoy time with their families. Family days are to be used as liberal leave days for our civilian workforce and as special liberty for military personnel. Civilian employees who do not wish to use annual leave, compensatory time, or credit hours on family days will report for duty as scheduled. We highly encourage Directors and Supervisors to work closely with our civilian personnel prior to family days to maximize inclusion of our civilian workforce. Contractors will abide by the provisions in their respective contracts with regard to duty requirements.

3. The maximum summer leave period is from 29 June 2021 to 06 July 2021, and the maximum holiday leave period is from 16 December 2021 to 3 January 2022. Directors and Supervisors should encourage military and civilian employees to maximize their leave opportunities during these periods. Also, Directors and Supervisors are encouraged to implement minimum manning during the winter holiday season. Minimum manning is defined as reducing the overall workforce to the maximum extent possible, while maintaining capacity to accomplish the mission. During periods of minimum manning, civilian employees should maximize annual leave, compensatory time, or credit hours. Military members will not exceed more than 96 consecutive hours off without taking leave. Personnel not taking leave, or other authorized absence, will report for duty as normally scheduled. Each directorate will provide the JOC Watch Captain with the name and phone number of its duty officer. All watches will continue to be manned appropriately.

FOR THE COMMANDER:



YVETTE M. DAVIDS
Rear Admiral, U.S. Navy
Chief of Staff

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