



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

Canc: Sep 13

CNATRASTAFFNOTE 1050

N1

1 Oct 12

CNATRA STAFF NOTICE 1050

Subj: CHIEF OF NAVAL AIR TRAINING FY-13 HOLIDAY WEEKEND
SCHEDULE

1. Purpose. To announce the Chief of Naval Air Training (CNATRA) holiday weekend schedule for fiscal year 2013.

2. Policy

a. Non-essential military personnel will observe the date/hours listed in paragraphs 3 and 4. Functions that normally operate during non-duty hours will continue to do so.

b. At the Assistant Chief of Staff's (ACOS') discretion and where workload and mission requirements allow, civilian employees will be offered the opportunity to take annual leave, leave without pay, or accrued compensatory time on these days off. This policy is based upon Civil Service laws and regulations. Contractors will follow the policies/procedures of their parent company.

3. The following 4-day weekends for fiscal year 2013 will be observed for all military personnel. The holiday, its actual date, and the observed 4-day weekends are listed below:

<u>Holiday</u>	<u>Date</u>	<u>4-Day Weekend</u>
Thanksgiving Day	22 November 2012	22-25 November 2012
Christmas Day	25 December 2012	22-25 December 2012
New Year's Day	1 January 2013	29 December 2012 - 1 January 2013
Independence Day	4 July 2013	4-7 July 2013

4. The following 3-day weekends will be observed:

<u>Holiday</u>	<u>Date</u>
Columbus Day	6-8 October 2012
Veteran's Day	10-12 November 2012
Martin Luther King's Birthday	19-21 January 2013
President's Day	16-18 February 2013

CNATRASTAFFNOTE 1050
1 Oct 12

Memorial Day	25-27 May 2013
Labor Day	31 August 2013 - 2 September 2013

4. During the period of 20 December 2012 through 3 January 2013, CNATRA will observe holiday routine. Liberal leave during this period is encouraged for civilian personnel. ACOS' are responsible for the management of approving leave for personnel. The following leave periods are provided as a guide for consideration:

First Period	1600, 13 December - 0730, 27 December 2012
Turnover Day	Thursday, 27 December 2012
Second Period	1600, 27 December 2012-0730, 9 January 2013

C. HOLLINGSWORTH
Chief of Staff

Distribution:
SharePoint