

The following table lists the administrative leave authorized by Secretary Mayorkas (S1) for DHS employees, including unexpired authorizations and expired authorizations for which the Components may grant an extension (as described in Section C of the *Compensation Guidance, S1 Administrative Leave Authorizations* posted on the [Compensation and Leave Policy website](#)).

Authorization Message	Amount of Leave Granted	Authorization Date	Deadline for Use	Time and Attendance Coding* See <a href="#">HBCS T&amp;A Coding Guidance</a>
Thanksgiving 2024	16 hours	11/22/2024	12/31/2025	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - 2024</li> </ul>
<a href="#">Veterans Day 2024 Message</a>	8 hours	11/07/2024	12/31/2025	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - 2024</li> </ul>
Labor Day 2024	8 hours	08/27/2024	12/31/2025	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - 2024</li> </ul>
Independence Day 2024	8 hours	06/27/2024	12/31/2025	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - 2024</li> </ul>
Memorial Day	8 hours	05/23/2024	12/31/2025	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - 2024</li> </ul>
<a href="#">Public Service Recognition Week 2024</a>	8 hours	05/03/2024	12/31/2025	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - 2024</li> </ul>
<a href="#">DHS 21<sup>st</sup> Anniversary Message</a>	8 hours	03/01/2024	12/31/2025	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours – 2024</li> </ul>
<a href="#">Holiday 2023 Message</a>	16 hours	12/19/2023	12/31/2024	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - Holiday 2023</li> </ul>
<a href="#">Thanksgiving 2023 Message</a>	16 hours	11/20/2023	12/31/2024	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - Thanksgiving 2023</li> </ul>
<a href="#">Veterans Day 2023 Message</a>	8 hours	11/09/2023	12/31/2024	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours – Veterans Day 2023</li> </ul>
<a href="#">Labor Day 2023 Message</a>	8 hours	08/28/2023	12/31/2024	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - Labor Day 2023</li> </ul>
<a href="#">Independence Day 2023 Message</a>	8 hours	06/27/2023	12/31/2024	<ul style="list-style-type: none"> <li>Admin/Excused Absence</li> <li>DHS S1 Hours - July 4th 2023</li> </ul>

\*Code “DHS S1 Hours – 2024” will be used on timecards for any administrative leave granted by the DHS Secretary for the remainder of 2024.

Authorization Message	Amount of Leave Granted	Authorization Date	Deadline for Use	Time and Attendance Coding* See <a href="#">HBCS T&amp;A Coding Guidance</a>
<a href="#">Memorial Day 2023 Message</a>	8 hours	05/23/2023	12/31/2024	<ul style="list-style-type: none"> <li>• Admin/Excused Absence</li> <li>• DHS S1 Hours - Memorial Day 2023</li> </ul>
<a href="#">DHS 20<sup>th</sup> Anniversary Message</a>	8 hours	03/01/2023	12/31/2024	<ul style="list-style-type: none"> <li>• Admin/Excused Absence</li> <li>• DHS S1 Hours - 20<sup>th</sup> Anniversary</li> </ul>
<a href="#">Holiday Season 2022 Message</a>	16 hours	12/19/2022	Expired 12/31/2023 (Extension may be authorized)	<ul style="list-style-type: none"> <li>• Admin/Excused Absence</li> <li>• DHS S1 Hours - Holiday 2022</li> </ul>
<a href="#">Thanksgiving Day Observance Message 2022</a>	8 hours	11/22/2022	Expired 12/31/2023 (Extension may be authorized)	<ul style="list-style-type: none"> <li>• Admin/Excused Absence</li> <li>• DHS S1 Hours - Thanksgiving 2022</li> </ul>

\*Code "DHS S1 Hours – 2024" will be used on timecards for any administrative leave granted by the DHS Secretary for the remainder of 2024.