

SUBJECT: STATE HOLIDAYS

APPROVED BY:

EFFECTIVE

DATE: 06-03-10 (replaces 12-22-09)

Executive Director

Reviewed (no changes): _____

POLICY

It is the policy of McIntosh Trail CSB to observe the holiday schedule set forth by the Governor of the State of Georgia in accordance with the Rules of the State Personnel Board, 478-1-18.

1. The State of Georgia shall recognize/observe as public and legal holidays:
 - A. New Year's Day
Martin Luther King, Jr.'s Birthday
Washington's Birthday (observed with Christmas Day)
Robert E. Lee's Birthday (observed with Thanksgiving Day)
National Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
 - B. All other days are designated and proclaimed by the Governor as public and legal holidays or as days of fasting and prayer or for other religious observance. In such designation, the Governor shall include at least one of the following dates: January 19th (Robert E. Lee's birthday), April 26th (Confederate Memorial Day), or June 3rd (Jefferson Davis' birthday), or a suitable date in lieu thereof to commemorate the event or events now observed by such dates.
2. The Governor shall close all State Offices and facilities a minimum of 12 days throughout the year and not more than 12 days in observance of the public and legal holidays and other days set forth in section 1 of this policy and shall specify the days State Offices and facilities shall be closed for such observances. A schedule will be published each year during the month of November which will reflect actual holidays of the coming year as proclaimed by the Governor.
 - A. Holiday time will never exceed 8 hours.
 - B. An employee shall not be granted a holiday in advance of the declaration and observance of such holidays as provided in this policy.
 - C. A holiday will normally be observed on the date designated by the Governor's proclamation; however, an employee who is required to work on a day proclaimed as a holiday shall be granted equivalent time off as soon as practical. The equivalent time off shall not exceed the time actually worked on the day proclaimed as a holiday or eight hours, whichever is less.
 - D. An employee scheduled to work on a holiday who fails to report for any portion of the scheduled duty and whose absence is not authorized, shall not be granted additional compensation or time off for the holiday.
 - E. Part-time employees working 30 hours or more per week, who are benefits eligible, will be granted holiday time. The holiday time will be pro-rated at the same percentage of time that the employee works. For example, if an employee works 75% time, they will receive 75% of eight hours, which is 6 hours of holiday time.
 - F. A full time employee whose normal time off occurs on a day proclaimed as a holiday shall be granted equivalent time off. Part-time employees (working less than 40 hours) do not receive equivalent time off for holidays occurring on a regularly scheduled off day.

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(POLICY CONTINUED)

- G. A terminating employee who has worked on a day proclaimed as a holiday and who has not been granted equivalent time off or compensated prior to termination as indicated in paragraph B must be compensated for the holiday.
- H. An employee shall be paid for a holiday or unanticipated non-work day only if the employee is in pay status the full scheduled work shift the calendar day before or after the holiday.
 - 1. Such payment shall not be made if the employee is separating from State service and the holiday is in a different calendar year. For example, if an employee's last day is Monday, December 31st, the employee will not be paid for Tuesday, January 1st.
 - 2. Such payment shall not be made to an individual entering or re-entering state service the calendar day following the holiday. For example, if the employee begins work on January 2nd, the employee would not be paid for January 1st. January 2nd is considered that employee's first work day.
- I. An employee, upon request to the appropriate supervisor at least seven days in advance, shall be given priority consideration for time away from work for observance of religious holidays not provided for in Section 1. of this policy. Any paid time for such religious holiday observance shall be charged to compensatory time, accrued annual leave or personal leave available to the employee at the time of the holiday observance. No employee may claim priority consideration for more than three workdays in each calendar year. A request by an employee for time away from work to observe a religious holiday shall not be denied unless:
 - 1. The employee has inadequate compensatory time, accrued annual leave, or personal leave to cover such period of absence;
 - 2. The duties performed by the employee are urgently required and the employee, in the judgment of the appropriate supervisor, is the only person available who can perform the duties.
- J. Administrative and supervisory personnel of the agency authorized to schedule employee non-work days for purposes of granting equivalent time for proclaimed holiday observance shall have the discretion of scheduling such non-work days subject to the following restrictions:
 - 1. No equivalent time will be granted in anticipation of a holiday proclamation. Accordingly, holidays must have been proclaimed by the Governor prior to their actual observance.
 - 2. No employee will, during a calendar year, be allowed to observe more holidays than the number actually proclaimed by the Governor.
- K. Consistent with these regulations, employee non-work days for holiday observance purposes must be scheduled to suit the needs and requirements of the agency. In this regard, McIntosh Trail CSB must maintain sufficient staff to provide required care of services.