

# Procedure: 4.5.3p. (III.U.9)

## Holidays

**Revised:** January 28, 2020; March 20, 2013; March 1, 2006; November 16, 2004;  
March 23, 2004  
**Last Reviewed:** January 28, 2020  
**Adopted:** October 1, 2001



### I. PURPOSE:

Georgia law provides for the recognition and observance of twelve (12) holidays each calendar year. Through individual proclamations, the Governor specifies the day state offices and facilities shall be closed for each observance. Holidays will normally be observed on the date designated by the Governor; however, in a technical college setting, the observation of one or more holidays may be moved to a date later in the calendar year consistent with a college's approved academic calendar.

### II. RELATED AUTHORITY:

O.C.G.A. § 1-4-1  
O.C.G.A. § 20-4-33  
Office of Planning and Budget Policy Governing Working Hours, Payment of Overtime, and the Granting of Compensatory Time

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia

### IV. DEFINITIONS:

- A. **Eligible Employee:** An employee serving in a full- or part-time salaried position.
- B. **Equivalent Time Off:** Pursuant to the provisions of the Office of Planning and Budget Policy governing Working Hours, Payment of Overtime, and the Granting of Compensatory Time, equivalent time off is time off with pay and shall not exceed the number of hours worked on the day a holiday is observed or eight (8) hours, whichever is less.

### V. ATTACHMENTS: None

### VI. PROCEDURE:

- A. The State of Georgia currently recognizes and observes all public and legal holidays designated by the federal government as of 1984, and all other days designated by the Governor. A schedule reflecting the actual date each holiday is to be observed in a given calendar year is published annually by the Office of the Governor.

**B. Observance of Holidays:**

1. The Governor shall close all state offices and facilities for twelve (12) days each calendar year in observance of public and legal holidays as provided by state law.
2. In the System Office, holidays will be observed on the date designated in the Governor's proclamation.
3. In a technical college, one or more holiday(s) designated by the Governor may be observed later in the calendar year consistent with a college's approved academic calendar. A schedule reflecting the actual date each holiday is to be observed in a given calendar year will be published annually by each college.
4. All eligible System Office or technical college employees who worked on the day a state holiday is observed shall be provided with equivalent time off.
5. All eligible System Office and, as applicable, technical college employees working an alternative week-day off or compressed work schedule and whose normal/regularly scheduled day off occurs on the date a state holiday is observed shall be provided with equivalent time off.
6. An employee shall not be granted time off for a holiday in advance of the date it is scheduled to be observed.
7. Subject to the provisions of this procedure, an employee may request time off from work to observe one or more religious holy days not designated by the Governor.
8. Pursuant to the Office of Planning and Budget policy referenced in Paragraph VI.III., the value of a holiday is no more than eight (8) hours; therefore, the amount of equivalent time off delivered to an employee working on the day a holiday is observed shall reflect the actual number of hours worked up to a maximum of eight (8) hours.

**C. Eligibility for Holiday Pay:**

1. A full- or part-time salaried employee shall be paid for a holiday only if he/she is in pay status his/her full scheduled work day before or after the holiday is observed, subject to the following exceptions:
  - a. Such payment shall not be made if the employee is separating from state service and the date a holiday is observed occurs after the date of separation.
  - b. Such payment shall not be made to an employee who is separating from state service and the holiday would be the employee's last day of employment, unless the holiday is at the end of the employee's normal work week or at the end of a calendar month.
  - c. Such payment shall not be made to an individual initially entering or re-entering state service the scheduled workday following the date a holiday is observed.

NOTE: The compensation of an employee who is separating from state service to receive benefits under a state retirement system shall not be reduced due to the application of these provisions.

2. An employee who is scheduled to work on the day a holiday is observed, but fails to report for any portion of the scheduled work day and the absence has not been authorized, shall not be granted additional compensation or equivalent time off for the holiday.
3. An employee leaving state service or who is transferring to another state agency, state entity, or technical college and who has accumulated equivalent time off as provided in Paragraph VI.B.4. or VI.B.5., must be paid for all such hours or provided equivalent time off by the System Office or his/her employing technical college prior to his/her departure.
4. Hourly-paid employees and adjunct faculty are not eligible for paid holidays.
5. A part-time salaried employee shall be compensated for a holiday based on the number of scheduled work hours on the day a holiday is observed, not to exceed eight (8) hours.

6. Other than as provided in Paragraph VI.C.1., a part-time salaried employee shall not receive additional compensation or time off for a holiday which is observed on his/her regularly scheduled day off.

**D. Request to Observe Other Religious Holy Days**

1. An employee may request time off from work to observe one or more religious holy days not designated in this procedure. Any such request must be submitted in writing to his/her immediate supervisor at least seven (7) calendar days in advance of the requested day(s) off.
2. Employees are eligible for priority consideration for up to three (3) workdays (off) each calendar year for this purpose.
3. Any request submitted consistent with the provisions of this section may not be denied unless:
  - a. The duties performed by the employee are urgently required and the employee, in the judgment of the immediate supervisor, reviewing manager, or other designated System Office or, as applicable, technical college official, is the only person who can perform these duties.
  - b. The technical college or System Office work unit can otherwise show that accommodating the request would be an undue hardship.
4. Any paid time off from work for the observance of a religious holy day shall be deducted from an employee's annual leave, personal leave, or compensatory time balance.
  - a. If the employee does not have sufficient leave or compensatory time accumulated, the technical college or System Office work unit must allow the employee to take leave without pay, unless doing so would cause an undue hardship.
5. Requests by an employee for time off to observe one or more religious holy days outside the scope of these provisions (more than three days, or with shorter notice) may be approved as any other request for leave at the discretion of the immediate supervisor, reviewing manager, or other designated System Office or, as applicable, technical college official in a manner consistent with local procedures for requesting leave and applicable federal law.

**E. Accumulated Equivalent Time Off/Deferred Holiday Time**

1. Employees are required to use accumulated equivalent time off/deferred holiday time prior to using annual, sick, or personal leave or available State compensatory time.
2. An immediate supervisor, reviewing manager, or other designated System Office or, as applicable, technical college official has the discretion of scheduling non-work day(s) for an employee with accumulated equivalent time off/deferred holiday time. In such instances, sufficient staffing must be maintained to ensure the adequate delivery of services in the affected work unit.
3. Deferred holiday time must be used within 365 days after the day proclaimed as a holiday; otherwise, it must be paid by the employing technical college or System Office, accordingly.

**VII. RECORD RETENTION:**

All leave records generated in the application of Paragraph VI.D. shall be maintained for a period of three (3) years as provided by applicable provisions of the State of Georgia Records Retention Schedule.