

PROCEDURE:

4.5.3p1. Official Holidays

Revised: May 18, 2008; May 19, 2010; May 18, 2011; May 15, 2013; May 20, 2015; May 17, 2017; May 16, 2018; May 18, 2022

Last Reviewed: May 18, 2008; April 27, 2009; May 19, 2010; May 18, 2011; May 16, 2012; May 15, 2013; May 21, 2014; May 20, 2015; May 18, 2016; May 17, 2017; May 16, 2018; May 15, 2019; May 20, 2020; May 19, 2021; May 18, 2022; May 24, 2023

Adopted: June 20, 2007

I. **PURPOSE**

Georgia law provides for the recognition and observance of thirteen (13) 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 dates designated by the Governor; however, if the date of a holiday's observance will impact the continuity of instructional delivery to students of Ogeechee Technical College, one or more holiday(s) may be observed later in the same calendar year consistent with the College's approved academic calendar.

II. **RELATED AUTHORITY**

State Board Policy 4.5.3. Holidays

TCSG Procedure 4.5.3p. Holidays

III. **APPLICABILITY**

This procedure applies to all Ogeechee Technical College employees.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

None.

VI. **PROCEDURE**

State Holidays

The State of Georgia currently recognizes and observes the following public and legal holidays:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3rd Monday in January
State Holiday	January 19 (Observed in November)
Washington's Birthday	February 15 (Observed in December)
State Holiday	April 26
National Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4

Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

A schedule reflecting the actual date each holiday is to be observed in a given calendar year will be published annually by the Office of the Governor.

Observance of Holidays

1. The Governor shall close all state offices and facilities for thirteen (13) days each calendar year in observance of public and legal holidays as provided by state law.
2. One or more holiday(s) referenced above may be observed later in the calendar year consistent with the 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.
3. All eligible College employees who worked on the day a state holiday is observed shall be provided with equivalent time off.
4. All eligible 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.
5. An employee shall not be granted time off for a holiday in advance of the date it is scheduled to be observed.
6. An employee may request time off from work to observe one or more religious holy days not otherwise provided among the public and legal holidays identified above.
7. Pursuant to the Office of Planning and Budget Policy, 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.

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, 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, must be paid for all such hours or provided equivalent time off by the 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. 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.
7. By proclamation of the Governor, the observance of two (2) State holidays which occur during the General Assembly Session (i.e., State Holiday and Washington's Birthday) are delayed until later in the calendar year. An employee who leaves state service after the actual date of either holiday but before the holiday is observed, is not eligible to be paid for or receive equivalent time off for one or both of these holidays.

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 otherwise provided among the public and legal holidays identified above. 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. Pursuant to the provisions of O.C.G.A. § 1-4-1, employees are eligible for priority consideration for up to three (3) workdays (off) each calendar year for this purpose.
3. Any request submitted may not be denied unless:
 - a. The employee has inadequate accrued annual leave, personal leave, or accumulated compensatory time to cover the period of absence; or,
 - b. The duties performed by the employee are urgently required and the employee, in the judgment of the immediate supervisor, reviewing manager, or other designated college official, is the only person who can perform these duties.

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.
5. Any request by an employee for time off to observe one or more religious holy days outside the scope of these provisions may be approved as any other request for leave at the discretion of the immediate supervisor, reviewing manager, or other designated college official. Included are requests for time off without pay and requests which exceed the three (3) day workday priority consideration limitations.

Accumulated Equivalent Time Off/Holiday Time

1. Employees may be required to use accumulated equivalent time off/holiday time prior to using annual leave or available compensatory time.
2. An immediate supervisor, reviewing manager, or other designated college official has the discretion of scheduling non-work day(s) for an employee with accumulated equivalent time off/holiday time. In such instances sufficient staffing must be maintained to ensure the adequate delivery of services in the affected work unit.

VII. RECORD RETENTION

All leave records generated in the application of 4.5.3 Holidays Policy shall be maintained for a period of three (3) years as provided by applicable provisions of the State of Georgia Records Retention Schedule.