

HOLIDAYS

1. Employees shall be granted time off to observe the following regularly scheduled holidays:

New Year's Day	January 1
Dr. Martin Luther King, Jr.'s Birthday and Robert E. Lee's Birthday	3rd Monday in January
George Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday	An employee is granted one holiday to observe his/her birthday

2. Additional days can be proclaimed as holidays by the Governor, by Executive Proclamation. Usually State Offices close on holidays, however, there are exceptions due to various circumstances. Supervisors will inform employees of when they are required to work holidays. Any employee who is required to work on a holiday shall be entitled to equivalent time off on another date.
3. All "regular salaried" and "extra help" employees are eligible to receive holiday pay if they are in pay status on at least fifteen (15) minutes on their last scheduled work day before the holiday and at least fifteen (15) minutes on the first scheduled work day after the holiday. An employee on leave of absence without pay is not in pay status and is not eligible to receive holiday pay.

4. When a holiday occurs while an employee is on annual or sick leave, that day will be considered a holiday and will not be charged against the employee's annual or sick leave.
5. When a holiday occurs on an employee's regularly scheduled day off, the employee will be given equivalent time off.
6. Employees must work on holidays when the needs of the agency or institution require it. This need will be determined by the Agency Director or Institution Head.
7. Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor. Such time off is to be taken as soon as is practical.
8. Employees who work less than full time may take the holiday at a rate proportionately equal to their time worked. For example, if an employee works half-time, a holiday would be granted equivalent to four (4) hours.
9. Holidays which occur on a Saturday will be observed on the preceding Friday. Holidays which occur on a Sunday will be observed on the following Monday.
10. Employees who work less than full time may take the holiday at a rate proportionately equal to their time worked. For example, if an employee works half-time, a holiday would be granted equivalent to four (4) hours.