

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT:	OBSERVANCE OF HOLIDAYS
POLICY NUMBER:	HR-29
EFFECTIVE DATE:	June 1997
SUPERSEDES:	N/A
LAST REVISION DATE:	July 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to observe the twelve (12) holidays each year that Georgia law provides for. A holiday is normally observed on the date designated in the Governor's proclamation, as prescribed by statute.

STATE HOLIDAYS:

I. The following are considered State holidays:

A. New Year's Day	January 1
B. Martin Luther King, Jr.'s Birthday	3 rd Monday in January
C. Robert E. Lee's Birthday	January 19 (observed in November)
D. Washington's Birthday	February 15 (observed in December)
E. Confederate Memorial Day	April 26
F. Memorial Day	Last Monday in May
G. Independence Day	July 4
H. Labor Day	1 st Monday in September
I. Columbus Day	2 nd Monday in October
J. Veteran's Day	November 11
K. Thanksgiving Day	4 th Thursday in November
L. Christmas Day	December 25

II. A schedule showing the actual dates that SBHS programs will be closed to observe State Holidays for the coming year will be published annually.

NOTE: Managers of SBHS 24-hour facilities that provide direct care for clients will determine which employees are essential and non-essential for the safe operation of facilities on holidays.

ELIGIBILITY FOR HOLIDAYS:

I. Eligible employees will be paid for a holiday only if they are in pay status for the full scheduled workday before or after the date on which a holiday is observed.

II. Payment is not made if the employee is:

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- A. Entering or reentering state service the scheduled workday following the holiday
 - B. Separating from State service and the holiday occurs after the date of separation
 - C. 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 workweek
- III. The observance of two (2) State holidays, which occur while the General Assembly is in session, is delayed until later in the calendar year. Employees who leave SBHS after the actual dates of these holidays, but prior to the dates they are observed, as declared by the Governor, are not eligible to receive pay for the holidays.
- IV. A part-time employee that works less than 75% (less than 30 hours a week) will need to use accrued annual or personal leave or be placed in leave without pay for State designated holidays not worked. Hourly employees do not receive additional compensation or time off for a holiday which occurs on a regularly scheduled off day.
- V. Employee's scheduled to work on a holiday who fail to report for any portion of the scheduled duty and whose absence is not authorized will not be granted additional compensation or time off for the holiday.
- VI. Employees who work any schedule of eight-hour days in which the scheduled off-days equal or exceed 116 days a year, will not be granted additional time off for holidays. Appropriate pro rata adjustment consistent with the provision is to be made for employee's whose regularly scheduled workday is other than eight (8) hours.

OBSERVING HOLIDAYS:

- I. Holidays will normally be observed on the dates designated by the Governor.
- II. Employees cannot be granted time off in anticipation of a holiday prior to the date declared for the observance.
- III. Eligible employees who are required to work on a declared holiday (See the NOTE in the State Holidays Section above) will be allowed equivalent time off (up to eight hours). Every effort should be made to schedule equivalent time off as soon as possible after the declared holiday. Holiday time will not be "banked". Employees who are unable to take equivalent time off within 120 calendar days after a holiday will be paid for the holiday.
- IV. Eligible employees whose normal time off occurs on a declared holiday will be granted equivalent time off (up to eight hours). Employees who are unable to take the equivalent time off within 120 calendar days after a holiday is declared will be paid for the holiday.

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EQUIVALENT TIME OFF:

Equivalent granted time off cannot exceed the time actually worked on a day proclaimed as a holiday or eight hours, whichever is less. SBHS requires employees to use accumulated time off for holidays prior to using any other paid leave or compensatory time off. An employee who separates from SBHS will be paid for any equivalent time off not used prior to separation.

- I. Managers have the discretion of scheduling non-work days for employees with accumulated holiday time based on the needs of SBHS.
- II. Employees who separate from SBHS employment must be paid for accumulated and unused holiday time for which they had not been previously compensated.

REQUEST TO OBSERVE OTHER RELIGIOUS HOLIDAYS:

- I. An employee may make a request to SBHS to be given priority consideration for time off from work for the observance of religious holidays not included in the Governor's Holiday Proclamation.
- II. The request must be made at least seven days in advance and will be given priority consideration.
- III. An employee may request priority consideration for up to three workdays in each calendar year.
- IV. Any paid time off granted for religious observance will be deducted from the employee's compensatory time or accrued annual or personal leave available at the time of the observance.
 - A. A request by an employee for time off for religious observance cannot be denied unless the employee has inadequate compensatory time, personal leave or accrued annual leave to cover the period of absence or the duties performed by the employee are urgently required and the employee, in SBHS's judgment, is the only person available who can perform the duties.
 - B. The Chief Executive Officer is the only person, after consultation with the Program Manager to make the decision.

REFERENCES:

- I. State Law (O.C.G.A. § 1-4-1 – Holidays) Rules of the State Personnel Board-Rule 16

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APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

COMMITTEE REVIEW:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date