

SOM- Department of Obstetrics and Gynecology	TITLE: Accrual and Use of Unscheduled and Scheduled Holidays	Policy: HR004
Department Guideline	Date: October 3, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

The URL to these online policies are: <http://www.mcg.edu/POLICIES/1426.html> and <http://www.mcg.edu/POLICIES/1427.html>

*Medical College of Georgia Administrative Policies and Procedures  
Office of Primary Responsibility: Human Resources Division  
No. 1.4.26*

## **Use of Scheduled Holidays**

### **1.0 Purpose**

To provide policies and procedures for the designation and use of scheduled holidays.

### **2.0 Policy**

Employees classified in the categories of Regular Full-time and Regular Part-time are eligible for nine (9) paid holidays during the year. Note: Temporary employees, regardless of work commitment, are not eligible for paid holidays. This category of employees includes personnel employed for a period not to exceed three (3) calendar months, regardless of work commitment; and all personnel employed for a period exceeding three (3) calendar months who are regularly scheduled to work less than half-time (twenty hours) each workweek.

### **3.0 Category**

#### **3.1 Holiday Designations**

The nine (9) scheduled holidays are New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, (3rd Monday in January), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day. Scheduled holidays occurring on Saturday will be observed on the preceding Friday; those holidays occurring on Sunday will be observed on the following Monday.

**Note:** When Christmas Eve occurs on Friday, Christmas holidays will be observed on the Thursday and Friday preceding Christmas Day. When Christmas Eve occurs on Saturday or Sunday, the preceding Friday and the following Monday will be observed as holidays. At all other times, Christmas holidays will be observed on December 24th and 25th.

#### **3.2 Substitute Holidays**

If an employee is required to work on one of the nine (9) scheduled holidays, the employee's supervisor will arrange, as a part of the regular work week, a substitute paid holiday within 60 days before or after the actual holiday. A substitute paid holiday will also be scheduled if an official holiday occurs on an employee's scheduled day off.

#### **4.0 Regular Part-time Employees**

Payment for holiday hours to Regular Part-time employees will be in an amount equivalent to the employee's work commitment. Regular Part-time employees will be granted substitute holidays in accordance with the policy above.

#### **5.0 Holiday Reporting**

The holiday hours should be reported under the applicable date on the time card or time sheet. ([see 1.2.07](#) for reporting methods). If an eligible employee is sick the day before and/or after a scheduled holiday and being reported as LWOP because they have no sick leave accrued, the day may be reported as a holiday. In instances of this type, the supervisor should attach a verification note to the time sheet. The above policy does not apply to employees on PAR processed Leave of Absence Without Pay ([see 1.4.28](#)).

**NOTE:** The number of holiday hours to record for Regular Part-time employees is the work commitment multiplied by 8 hours. If this time is not equal to the employee's scheduled workday, the remaining hours should be reported as annual leave or leave without pay.

#### **6.0 Termination**

A terminating employee shall not be paid for any scheduled holiday that occurs after the last working day of employment.

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Date: 1 May 1981 | Rev. No: 03-1 | Rev. Date: 5 February 2003 | No. 1.4.26

*Medical College of Georgia Administrative Policies and Procedures  
Office of Primary Responsibility: Human Resources Division  
No. 1.4.27*

### **Accrual and Use of Unscheduled Holidays**

#### **1.0 Purpose**

To provide policies and procedures for the accrual and use of Unscheduled Holidays for all classified employees.

#### **2.0 Policy**

Employees classified as Regular Full-time and Regular Part-time are eligible to accrue and use three (3) Unscheduled Holidays each year. Use of Unscheduled Holidays must be approved in advance by the employee's supervisor. They may not be taken in advance of the quarter in which authorized.

**NOTE:** Temporary employees, regardless of work commitment, are not authorized to accrue or use Unscheduled Holidays.

#### **3.0 Description**

### 3.1 Accrual

Eligible employees will accrue unscheduled holidays on the following schedule: January - one (1); April – one (1); and July - one (1). To be eligible for this accrual, employees must be Regular Full-time or Regular Part-time and on the payroll the first working day of the applicable quarter.

**NOTE:** If an employee is on inactive status (PAR processed Leave of Absence Without Pay) the first work day of the appropriate quarter, no Unscheduled Holiday will be authorized for that quarter.

### 3.2 Maximum Accrual

Unscheduled Holidays will not accrue beyond December 31 each year and will be lost if not utilized by that date.

### 3.3 Department Leave

The complete leave status of all employees eligible for leave accrual is shown on the computer prepared report titled "Leave Accrual Summary by Department." Employees are listed in each department by Employee ID number.

The status of Unscheduled Holiday time is shown as of the last date processed indicated on each report.

These reports may be downloaded from the leave entry system by each department a few days after the exempt and non-exempt paydays.

### 3.4 Regular Part-time Employees

Accrual of Unscheduled Holiday hours will be at the rate equivalent to the employee's work commitment.

### 3.5 Unscheduled Holiday

The Unscheduled Holiday hours should be reported under the applicable date on the time card or time sheet ([see 1.2.07](#) for reporting methods).

**NOTE:** The number of holiday hours to record for Regular Part-time employees is the work commitment multiplied by eight (8) hours. If this time is less than the employee's scheduled work day, the remaining hours should be reported as annual leave or leave without pay.

### 3.6 Termination

A terminating employee shall not be paid for any Unscheduled Holiday not taken prior to the last working day.

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