

# Augusta University

## Policy Library

### Accrual and Use of Scheduled Holidays Policy

**Policy Manager: Human Resources**

#### **POLICY STATEMENT**

Pursuant to the policy of the Board of Regents of the University System of Georgia, Augusta University is authorized to establish thirteen (13) official paid holidays for each calendar year for employees at the University. Regular full-time and regular part-time benefits eligible employees with a work commitment of half-time or greater are eligible for the thirteen (13) paid holidays during the calendar year. A regular, benefits eligible employee who works one-half time or more but less than full-time shall be paid for the holiday, based on their current work commitment.

Note: Temporary and student employees, regardless of work commitment, are **not** eligible for paid holidays. Note: regular part-time employees with a work commitment of .49 FTE or less are not eligible for paid holidays.

The purpose of this policy is to ensure that the practices governing the granting and use of paid scheduled holidays at Augusta University are consistent with the policies and procedures of the Board of Regents of the University System of Georgia.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

**Benefits Eligible:** There are three definitions pertaining to benefits eligible employees as described below:

1. Full Benefits Eligible: This is defined as 30 or more hours per week or 0.75 FTE and greater, which applies to regular faculty and regular staff employees. Full benefits include all benefits in accordance with section 8.2.9 (Insurance) in the [Board of Regents Policy Manual](#) of the University System of Georgia.
2. Partial Benefits Eligible: This is defined as 20 to 29 hours per week or 0.50 FTE to 0.74 FTE. Partial benefits eligible may apply to regular faculty and regular staff employees. Partial benefits include retirement and pro-rated leave accruals.
3. Non-Benefits Eligible: This is defined as 19 or less hours per week or 0.49 FTE or less, which applies to regular faculty and staff employees. Non-benefits eligible also includes temporary faculty, staff and student employees who may not work more than 1,300 hours in a 12-month

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**Executive Sponsor: VP, Human Resources**

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period as defined later in this policy. Students may not be placed into a regular employment status.

## **PROCESS & PROCEDURES**

### **Holiday Designations**

The thirteen (13) paid scheduled holidays are generally observed on New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day and three additional days scheduled around winter break, with these three days being determined annually by the President. Generally, scheduled holidays occurring on Saturday will be observed on the preceding Friday and those holidays occurring on Sunday will be observed on the following Monday.

Employees of East Central Regional (ECRH) will follow the holiday schedule provided by the state agency with who Augusta University contracts.

### **Substitute Holidays**

If an employee is required to work on one of the thirteen (13) paid scheduled holidays, the employee's supervisor will arrange, as a part of the regular work week, a substitute paid holiday within 60 days after the actual holiday. A substitute paid holiday will also be scheduled if an official holiday occurs on an employee's scheduled day off. If an employee is on-call, a substitute holiday will only be scheduled if the employee is actually called back to work, and then the substitute holiday may be prorated based on the duration of the call back.

### **Regular Part-time Benefits Eligible Employee**

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

### **Holiday Reporting**

The holiday hours should be reported under the applicable date in the time and attendance system (currently OneUSG). If an eligible employee is sick the day before and/or after a scheduled holiday and being reported as Leave of Absence without Pay (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 LWOP.

**NOTE:** The number of holiday hours to record for regular part-time benefits eligible employees is the work commitment multiplied by eight (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. To receive pay for the holidays, an employee must be in an active pay status the day before and the day after the holiday.

**Termination**

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

**REFERENCES & SUPPORTING DOCUMENTS**

Intentionally left blank.

**RELATED POLICIES**

[Accrual and Use of Annual Leave Policy](#)

[Accrual and Use of Sick Leave Policy](#)

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 3/30/2023

President, Augusta University

Date:3/30/2023