

# Augusta University

## Policy Library

### Accrual and Use of Scheduled Holidays Policy

Policy Owner: University HR Services

#### POLICY STATEMENT

Employees in the categories of Regular Full-time and Regular Part-time Benefits eligible 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 one year or 1,300 hours in a one year period and all regular part-time non-benefits eligible employees.

The purpose of this policy is to ensure that the policy governing the granting and use of scheduled holidays at Augusta University is 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 as described below:

1. Full Benefits Eligible: This is defined as 30 or more hours per week or .75 FTE and greater, which applies to regular faculty and regular staff employees. Full benefits include all benefits in accordance with University System of Georgia of Board of Regents policy 8.2.9 Insurance.
2. Partial Benefits Eligible: This is defined as 20 to 29 hours per week or .50 FTE to .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 (.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 period as defined later in this policy. Students may not be placed into a regular status.

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Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 534

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 08/04/2016

Last Review: 06/16/2017

## **PROCESS & PROCEDURES**

### **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.

### **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.

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

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 & Attendance system. 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 (Personnel Action Request) processed Leave of Absence Without Pay.

**NOTE:** The number of holiday hours to record for Regular Part-time Benefits eligible 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.

### **Termination**

A terminating employee shall not be paid for any 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 (Faculty) Policy  
Accrual and Use of Sick Leave (Staff) Policy  
Accrual and Use of Unscheduled Holidays Policy

**APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/16/2017