

# Augusta University

## Policy Library

### Accrual and Use of Unscheduled Holidays Policy

Policy Owner: University HR Services

#### POLICY STATEMENT

All Regular Full-time and Regular Part-time Benefits eligible employees 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: Regular part-time non-benefits eligible and temporary employees are not authorized to accrue or use Unscheduled Holidays.

The purpose of this policy is to ensure that the policy governing accrual and use of unscheduled 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.:** 537

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

**Originally Issued:** Not Set

**Last Revision:** 08/10/2016

**Last Review:** 06/16/2017

## **PROCESS & PROCEDURES**

### **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.

### **Maximum Accrual**

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

### **Department Leave**

The departmental leave is maintained in the Time Net System. Each department has access to review all employee's leave balances for accuracy.

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

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

### **Unscheduled Holiday**

The Unscheduled Holiday hours should be reported under the applicable date on the time card or time sheet (see Automated Time and Attendance Standards Policy for reporting methods).

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 less than the employee's scheduled work day, the remaining hours should be reported as annual leave or leave without pay.

### **Termination**

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

## **REFERENCES & SUPPORTING DOCUMENTS**

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## **RELATED POLICIES**

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## **APPROVED BY:**

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