



HUMAN RESOURCES

Division: ADMINISTRATION
Chapter: HUMAN RESOURCES
Policy: HR 3.3 - HOLIDAY LEAVE
Issue Date: JANUARY 1, 2013
Revised:

POLICY

It is the policy of the Department of Public Safety that eligible employees receive the holidays they are entitled to under State Personnel Policy.

Covered Employees

Employees with full-time or part-time permanent, probationary, trainee, or time-limited appointments are eligible for the holidays. A holiday for full-time employees is eight (8) hours. Part-time employees receive holidays on a pro-rata basis. For example, a half-time employee receives four (4) hours for a holiday. Temporary, intermittent and part-time (less than half-time) employees are not eligible for paid holidays.

Eligibility for Holidays

- A. An employee is eligible for the holiday provided he/she is in pay status through the holiday or is in pay status for one-half or more of the workdays and holidays in the month when a short leave without pay is involved (docking).
- B. An employee is not eligible for a holiday when the holiday occurs before the beginning date of employment, or after the last day of work when an employee separates or goes on extended leave without pay (over half the workdays and holidays in a month).
- C. Exceptions:
 - 1. If a holiday falls at the first of a month and the employee begins work on the first available workday, pay is received for the holiday or
 - 2. If the holiday falls at the end of the month and the employee is in pay status through the last available workday, pay is received for the holiday.

General Provisions

- A. The holiday schedule is issued annually on a calendar year basis by the Office of State Personnel (OSP). Employees are granted eight (8) hours away from work on each of these days except where operational needs require work on a designated holiday. Where a workday greater than eight (8) hours has been established, all hours above eight (8) shall be charged to approved leave to account for the day.

- B. Due to the 24 hour/7 day per week operation of this agency, when the specific date of the actual holiday observance falls on Saturday or Sunday, deviations from the OSP holiday schedule may be necessary for employees regularly scheduled to work on the specific date of the actual holiday observance rather than the State public holiday. Any deviations from the OSP schedule will be indicated when the schedule is distributed.

Example: If July 4th falls on a Saturday and Friday, July 3rd is the State Government holiday, the agency shall adopt, in addition to the State government public holiday schedule, a schedule that designates Saturday, July 4th instead of Friday, July 3rd, as the holiday for the employee(s) regularly scheduled to work on July 4th.

Holiday Leave

Each employee has a holiday leave quota in SAP/BEACON (code 9300). The holiday(s) are automatically credited to the employee's holiday leave quota thirty (30) calendar days prior to the designated holiday. The holiday leave remains in the quota balance for up to thirty (30) calendar days after the designated holiday for a total of sixty (60) calendar days. The holiday leave is available for use during that sixty (60) day period. However, the following scenarios may apply:

- A. Employees following State Government holiday schedule:
1. If the designated holiday falls on a regularly scheduled work day, holiday leave is recorded for that day not to exceed eight (8) hours.
 2. If the employee works on the holiday, the number of hours worked shall be recorded. The holiday leave will convert to Holiday Compensatory time. Holiday compensatory Time is part of the Approved Leave hierarchy.
 3. If the holiday falls on a non-scheduled work day, the holiday may be recorded on a scheduled work day in consultation with the supervisor.
 4. If the holiday leave is not applied during the sixty (60) day period, it will convert to Holiday Compensatory Time.
- B. Employees following the holiday schedule recognizing the actual holiday observance:
1. Such employees most of the time will not receive the holiday on the designated holiday for the alternate schedule.
 2. If the employee receives the holiday on the designated holiday, holiday leave is recorded for that day not to exceed eight (8) hours.



3. If the employee works on the holiday, the number of hours worked shall be recorded. The holiday leave will convert to Holiday Compensatory Time. Holiday compensatory Time is part of the Approved Leave hierarchy.
 4. If the holiday falls on a non-scheduled work day, the holiday may be recorded on a scheduled work day in consultation with the supervisor. This is more likely to occur with employees following the alternate holiday schedule.
 5. If the holiday leave is not applied during the sixty (60) day period, it will convert to Holiday Compensatory Time.
- C. If the employee does not have sufficient holiday leave in the bucket (9300), the SAP/BEACON system will generate an error message and not allow the entry of holiday leave. The employee or time administrator, whichever applies, should review the holiday leave quota to determine how much if any holiday leave (A/A 9300) remains and record the hours for the absence accordingly – A/A 9300 for holiday leave and/or A/A 9000 for holiday compensatory time.

Designated Holidays

A. State Government

The following holidays have been designated for observance:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Veteran's Day
Good Friday	Thanksgiving Day (2 days)
Memorial Day	Christmas (2 or 3 days)
Independence Day	

NOTE: The Christmas holiday shall consist of three (3) days during those years when the actual Christmas holiday, December 25, falls on a Tuesday, Wednesday, or Thursday.

B. Federal Government

Employees of the North Carolina National Guard follow the Federal Holiday Calendar. The designated holiday calendar is as follows:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
Washington's Birthday*	Veteran's Day
Memorial Day	Thanksgiving Day (1 day)
Independence Day	Christmas (2 days)

NOTE: The years where state employees received three (3) Christmas holidays, employees following the Federal Holiday Calendar also received three (3) holidays.

*NOTE: This holiday is designated as “Washington’s Birthday” in section 6103(a) of title 5 of the United States Code, the law that specifies holidays for Federal employees. Though other institutions, government entities and employers may use other names (i.e., President’s Day), it is the policy of the Federal government to always refer to holidays by the names designated in the law.