

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p> | <p align="center">Transmittal # 18-4</p> | <p align="center">Policy # 3.62</p> |
| <p>Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities</p> | <p>Related Standards & References: Rules of the State Personnel Board, 478-1-.16 (4) O.C.G.A. §1-4-1</p> | |
| <p>Chapter 3: PERSONNEL</p> | <p>Effective Date: 3/19/18</p> | |
| <p>Subject: STATE HOLIDAYS</p> | <p>Scheduled Review Date: 3/19/19</p> | |
| <p>Attachments: A – Approved State Holidays</p> | <p>Replaces: 10/15/13 Office of Human Resources</p> <p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p> | |

I. POLICY:

The Department of Juvenile Justice shall provide paid time off for the observance of holidays as designated and proclaimed by the Governor. Paid holiday time off shall be granted and administered in accordance with the Rules of the State Personnel Board.

II. DEFINITIONS:

None

III. PROCEDURES:

- A. The Department of Juvenile Justice will observe all holidays listed in Attachment A, Approved State Holidays.
- B. Facilities that operate on a 24 hour per day, 7 days per week basis will remain open on State holidays. Sufficient staff must be on duty to provide supervision of youth. Employees of facilities who are required to work on State holidays will be compensated or granted equivalent time off as specified in this policy.
- C. An employee may request time away from work for observance of religious holy days not otherwise provided for by the Governor’s proclamation(s). These requests are subject to the provisions of Section F of this policy.
- D. Observance of State Holidays:
 - 1. State holidays will be observed on the dates designated by the Governor’s proclamation, except as indicated below.
 - 2. If an employee’s normal work schedule (i.e. an alternative work schedule) on a day observed as a State holiday is more than 8 hours, the employee must elect

| Chapter | Subject | Policy # | Page |
|-----------|----------------|----------|--------|
| PERSONNEL | STATE HOLIDAYS | 3.62 | 2 of 4 |

one or more of the following to cover the time normally worked in excess of the 8 hours granted for the holiday:

- Use accumulated holiday time;
- Use accumulated FLSA compensatory time;
- Use accumulated annual or personal leave;
- Use accumulated state compensatory time;
- Request to adjust the work schedule during the same work week; or
- Be charged leave without pay.

3. An employee who is required to work on a State holiday must be granted equivalent time off or compensated for the work within 120 calendar days of the day observed as a holiday. The maximum value of a State holiday is 8 hours. Compensation or equivalent time off for working on a holiday will not exceed the time actually worked or 8 hours, whichever is less.

4. An employee whose normal time off occurs on a day proclaimed as a State holiday will be provided equivalent time off.

a. The equivalent time off will be scheduled within 120 calendar days, at the approval of the employee's immediate supervisor, and will not exceed 8 hours. Supervisors who do not ensure equivalent time off is taken within 120 days may be subject to disciplinary action.

b. A part-time employee will not receive additional compensation or time off for a State holiday that occurs on a regularly scheduled off day.

c. Employees who work any schedule of 8-hour days in which the scheduled off-days equal or exceed 116 days a year will not be granted additional compensation or additional time off for holidays. (For example, employees on a law enforcement schedule of 4 days on and 2 days off (24-day work cycle), do not earn holidays.)

5. Employees must use accumulated time off for State holidays prior to using any other paid leave, state compensatory time or FLSA compensatory time off.

E. Eligibility for Holiday Pay:

1. An employee will not be granted a holiday in advance of the date of observance.

2. An employee will be paid for a State holiday only if the employee is in pay status for a full scheduled work shift that includes either the scheduled work day before the holiday or the scheduled work day after the holiday, except:

a. The compensation of an employee who is separating in order to receive benefits under a state retirement system will not be reduced due to application of this provision.

| Chapter | Subject | Policy # | Page |
|-----------|----------------|----------|--------|
| PERSONNEL | STATE HOLIDAYS | 3.62 | 3 of 4 |

- b. Such payment will not be made to an employee who enters or reenters state service on the scheduled work day following the State holiday.
 - c. Such payment will not be made to an employee who separates from employment and the State holiday occurs after the date of separation.
 - d. The employee is separating from employment and the State holiday would be the employee's last day of employment, unless the holiday is at the end of the employee's normal work week.
3. An employee who is scheduled to work on a State holiday and fails to report for any portion of the scheduled duty, and whose absence is not authorized, will not be granted additional compensation or time off for the holiday, and may be subject to disciplinary action up to, and including termination.
 4. A terminating employee who has worked on a day proclaimed as a State holiday, and who has not been granted equivalent time off prior to termination as provided for in this policy, will be compensated for the holiday.

F. Requests to Observe Other Religious Holidays:

1. An employee may request time away from work to observe religious holidays otherwise not provided for by this policy in accordance with established DJJ leave policies.
2. The request must be made at least 7 calendar days in advance of the requested day off.
3. The immediate supervisor will give priority consideration to religious holiday requests submitted in accordance with the provisions of this policy.
4. Priority consideration means the employee's request will not be denied unless:
 - a. The employee has inadequate accrued equivalent holiday time, FLSA compensatory time, annual or personal leave, or state compensatory time to cover the period of absence; or
 - b. The duties performed by the employee are urgently required and the employee, in the judgment of the supervisor, is the only person available who can perform the duties.
5. Any paid time for such religious holiday observance will be charged in the following order, if such time is available at the time of the holiday observance:
 - Equivalent holiday time;
 - Accumulated FLSA compensatory time; or

| Chapter | Subject | Policy # | Page |
|----------------|----------------|-----------------|-------------|
| PERSONNEL | STATE HOLIDAYS | 3.62 | 4 of 4 |

- Accumulated annual or personal leave, or state compensatory time.
6. No employee may claim priority consideration for more than 3 work days in each calendar year.
 7. An employee's time away from work for holiday observance purposes must be scheduled to suit the business needs and requirements of individual organizational units. Supervisors and managers must schedule such days in a manner that maintains sufficient staff to provide required care or services.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO