



**BENEFITS ADMINISTRATION
POLICIES & PROCEDURES**

**TITLE: HOLIDAYS
RESTATED: May 2009**

The purpose of this Policy is to define the Holidays recognized by the University. **A schedule of approved holidays for this fiscal year can be found at the end of this document.**

I. Eligibility for Holidays

A. In all schools, departments and areas of the University, including MERC, the University extends paid time for Holidays to:

- All Faculty, not including Adjunct Faculty
- Regular Full-time Administrative Staff
- Regular Full-time Professional Staff
- Regular Full-time Classified Staff
- Regular Part-time Classified Staff (Category I) for the number of hours scheduled to work
- Part-time Staff (Category II) only if the University is closed on a day they are normally scheduled to work and only for the number of hours scheduled to work

At MERC a work schedule must be on file in MERC Administration for the Part-time Staff – Category I and Category II – to be eligible for Holiday pay.

Temporary and Student Employees are not eligible for paid time off for Holidays in any school, department or area of the University.

II. Recognized Holidays

A. For all areas of the University not including MERC, the University recognizes the following Holidays:
New Year’s Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day & the Friday following
Christmas Eve & Christmas Day (refer to “Annual Holiday Schedule” for exact dates)

B. At MERC the University recognizes the following Holidays:
New Year’s Eve & Day
Martin Luther King Day
President’s Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran’s Day
Thanksgiving Day & the Friday following
Christmas Eve & Christmas Day

III. Administration

- A. Individuals must be in a with pay status the working day prior to and the working day following the Holiday in order to be paid for the approved Holiday.
- B. Individuals are permitted to schedule in advance additional Vacation Days to be taken in coordination with a Holiday for additional time off; however, such Vacation Days must be scheduled in advance and approved by the individual's supervisor prior to beginning the Holiday period.
- C. Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Administration will designate the specific day on which the Holiday will be observed in these instances.
- D. Employees required to work on a holiday will be paid for the Holiday or may receive other compensatory time off during the workweek.
- E. Administrators may work out special arrangements (compensatory time) or permit special use of Sick Leave up to a maximum of three days in a Fiscal Year for recognition of religious Holidays not observed by the University.
- F. The President of the University may elect to shift the date of the Holiday or designate other Holidays during the year.

Approved Holidays for FY2009-2010 (Macon & Atlanta Campuses)

Independence Day-July 3, 2009
Labor Day-September 7, 2009
Thanksgiving-November 26 & 27, 2009
Christmas Holidays- December 24 through 31, 2009
New Year's Day- Jan 1, 2010
Martin Luther King's Birthday-January 18, 2010
Good Friday-April 02, 2010
Memorial Day-May 31, 2010

Approved Holidays for FY2010-2011 (Macon & Atlanta Campuses)

Independence Day-July 5, 2010
Labor Day-September 6, 2010
Thanksgiving-November 25 & 26, 2010
Christmas & New Year's Holidays- December 23 through 31, 2010
New Year's Day- (Dec 31st observed for New Year's Day)
Martin Luther King's Birthday-January 17, 2011
Good Friday-April 22, 2011
Memorial Day-May 30, 2011