

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK: HOLIDAYS



UNIVERSITY SYSTEM  
OF GEORGIA

# Holidays

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON HOLIDAYS
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	
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## Policy Statement

Each institution within the System shall establish twelve (12) official paid holidays each calendar year for employees at the institution. (See BOR Policy Manual regarding [Holiday Policy](#).) Holidays shall be awarded in addition to earned vacation time to regular employees and faculty working one-half time or more, and shall be observed in accordance with the rules and regulations set forth by the respective institutions.

This policy ensures a standard holiday benefit at individual institutions.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.

## Process and Procedures

Holidays shall be awarded in addition to earned vacation time, and shall be observed in accordance with the rules and regulations set forth by the respective institutions. In order to receive pay for the holidays, an employee must be in active pay status the day before and the

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day after the holiday. A terminating employee shall not be paid for any official holidays occurring after the last working day of employment. In the case of retirement or inter-institutional transfer, employees will receive pay for holidays occurring at the end of their final month of employment if in a paid status (work time, annual leave, sick leave, or other paid leave) on the last scheduled work day of the month.

Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Ensure compliance with policy.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure compliance with policy.	See University System <a href="#">HR Officer Listing</a>

Website Address for This Policy

- None

Appendices (Internal Documents, Forms and Web Links)

- None

Related Documents and Resources (External)

- None

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