

HUMAN RESOURCES ADMINISTRATIVE MANUAL
TIME AWAY FROM WORK: HOLIDAYS



UNIVERSITY SYSTEM
OF GEORGIA

Holidays

CITATION REFERENCE

| | |
|---------------------------|----------------------------|
| OFFICIAL TITLE | POLICY ON HOLIDAYS |
| VOLUME | HUMAN RESOURCES |
| RESPONSIBLE OFFICE | USG HUMAN RESOURCES OFFICE |
| ORIGINALLY ISSUED | |
| REVISED | APRIL 13, 2022 |

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Policy Statement

Each University System of Georgia (USG) institution within the System shall establish official paid holidays each calendar year for employees at the institution. The number of paid holidays shall equal the number of paid holidays allowed for State of Georgia employees under the state law. (See [Board of Regents \(BOR\) Policy 8.2.6 regarding Holidays](#)). Effective April 13, 2022, the number of official paid holidays for employees at USG institutions will change from 12 days to 13 days.

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 USG, and the respective institutions. A terminating employee shall not be paid for any official holidays occurring after the last working day of employment.

This policy ensures a standard holiday benefit to eligible employees at USG institutions.

Applicability

All units of the USG are covered by this policy.

Who Should Read This Policy

All employees within the USG should be aware of this policy.

Definitions

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

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- **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 USG and the employees' respective institution. To receive pay for the holidays, an employee must be in active pay status the day before and the 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 workday of the month.

Responsible Parties and Contact Information

| Party | Responsibility | Phone/Email/URL |
|---|--------------------------------|--|
| Vice Chancellor for Human Resources, USG | Ensure compliance with policy. | 404-962-3235 usg-hr@usg.edu |
| Institution Chief Human Resources Officers | Ensure compliance with policy. | See University System HR Officer Listing |

Appendices (Internal Documents, Forms and Web Links)

- [Board Policy 8.2.6 Holidays](#)
- Holiday Pay: HRAP on Emergency Call Back Pay and Variant Pay

Related Documents and Resources (External)

- None

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