

Georgia Highlands College

Policy	Holiday Pay	Number	HR.301
Section	Human Resources	Date Created	Prior to 2012
Subject	Employment Benefits, Leaves and Services	Date Revised	September 2012
Applies to	Employees	Date Issued	October 2012

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1. Holiday Pay

Georgia Highlands College observes twelve (12) paid Holidays each year. The Holidays are selected each year and approved by the President's Cabinet. They are published each year prior to the start of the fiscal year.

2. Holiday Pay Eligibility

2.1. Full-time regular employees are paid for 12 holidays each year.

2.2. Regular part-time employees working a regular schedule of 20 hours or more accrue prorated holiday hours based on their schedule.

2.3. Regular part-time employees working a regular schedule of less than 20 hours are not eligible.

2.4. Temporary employees are not eligible for holiday pay.

2.5. Should an employee's normal work schedule not include a holiday, the supervisor will schedule an alternate "holiday" to ensure the employee receives the benefitted holiday time.

3. Conditions of Holiday Pay

3.1. Any employee terminating prior to a holiday shall not be paid for any holiday that falls after the last day worked. An employee's last day cannot be a holiday.

3.2. Employees must work the day before the holiday and the day after the holiday to receive holiday pay, except where authorization to take annual leave has been given prior to the holiday or where an illness occurs, for which a doctor's note may be required.

3.3. Non-exempt employees who are required to work on a holiday will receive holiday pay and their regular rate of pay for hours worked that day.

3.4. Employees on leave (sick, educational and professional, military, personal leave without pay, family medical leave, or miscellaneous leave) do not receive holiday pay.