

## **HOLIDAYS POLICY**

### **SUMMARY OF POLICY REVISIONS**

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#### **4-01-2021**

- Policy reviewed by the Total Reward-Salary Administration Division to update the Policy by removing duplicative language available in another policy and alleviate confusion and by the Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. No substantive changes. Reported to SHRC on April 1, 2021.
- Deleted the “Holiday Premium Pay” description in the body of that section and add “For questions regarding Holiday Premium Pay refer to the Holiday Premium Pay Policy” with a link to the policy included.

#### **2-4-2021**

- Policy reviewed by Total Rewards-Salary Administration Division to confirm alignment with current practices and by Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. No substantive changes. Reported to SHRC on February 4, 2021.

#### **9-7-2017**

- Policy revised to delete all reference to trainee appointments, per appointment types and career status.

#### **8-21-2013**

- Session Law 2013-382 was ratified to amend G.S. 126-4(5) to allow 12 paid holidays per year including three paid holidays being given for Christmas regardless of what day of the week Christmas falls. Previously, State employees only received 12 paid holidays in years in which Christmas Day fell on Tuesday, Wednesday or Thursday.

#### **7-1-2009**

- Revises Advisory Note to add gap hours compensatory time and travel compensatory time to leave hierarchy used in the BEACON HR/Payroll System.

#### **10-1-2007**

- In the paragraph Holiday Premium Pay, added Advisory Note to state that in the BEACON HR/Payroll System, holiday compensatory time shall be given before any

other leave/time (over-time compensatory time, on-call compensatory time and vacation or bonus leave).

#### **1-1-2007**

- (1) Added Note to clarify that employees who work less than 12 months only get holidays that occur during the months that they are scheduled to work.
- (2) Clarified provisions for giving equal time off when an employee has to work on a holiday.

#### **5-1-2004**

- Add paragraph on Eligibility for Holidays to clarify when employees receive holiday pay.

#### **8-1-2003**

- Revised to designate the holidays to be observed but omit the years so that when Christmas changes from 2 to 3 and vice versa, it will not require a rule/policy change. (Rule approved effective January 1, 2004.)

#### **4-1-1995**

- Clarified provisions for religious holidays.

#### **2-1-1995**

- Added back the 3rd day for Christmas when Christmas falls on Tues., Wed., Thurs. This goes through 2004.

#### **12-1-1987**

- Added Martin Luther King's Birthday; changed Easter Monday to Good Friday; established 2 days for Christmas (previously had 3 days when it fell during the week); and also added provision for "holiday exchange" for religious observances.

#### **4-1-1982**

- Revised so that when a holiday falls on Saturday, Friday will be observed and when a holiday falls on Sunday, Monday will be observed. Previously it stated that when a holiday falls on Saturday or Sunday, Monday would be observed.

#### **12-1-1976**

- Approved the Friday after Thanksgiving as a holiday.

**1-7-1976**

- Temporary employees are not eligible for paid holidays.

**10-1-1975**

- Revised policy to recognize alternate holiday schedules for twenty-four hour operations.

**11-7-1974**

- Added paragraph relating to allowing employee to take off religious holidays of their choosing but the time would be charged to annual leave.
- Required employee to charge leave (make up or deduct from pay) the one hour lost upon change to Daylight Savings time.

**5-25-1973**

- Returned Veterans' Day back to November 11

**7-31-1970**

- Started observing last Monday in May as Memorial Day (to be observed for the first time in 1971) instead of May 10 (Confederate Memorial Day) and changed Veterans' Day (November 11) to last Monday in October.

**1-1-1970**

- Extended holidays to part-time employees if scheduled to work.

**8-24-1956**

- The one-half day holiday granted for State Fair week discontinued.

**7-12-1954**

- Holiday schedule approved on calendar year instead of fiscal year.