210 Holidays

210.1 Eligibility for Holiday Pay

All active status employees, except contractual employees, receive time off with full pay on holidays as established by the Department of Central Management Services. To be eligible for holiday pay, you must be in full pay status on the last scheduled workday before and the first scheduled workday after the holiday(s). You are in full pay status if:

A. you work the scheduled workdays before and after the holiday; or
B. absence with pay on these days is approved.

Administrators may seek an exception to the pay status requirement by directing a request to the Division of Personnel and Administrative Services.

210.2 Holidays Observed

The department observes the following holidays:

New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
General Election Day (on which members of the House of Representatives are elected)
Thanksgiving Day (and the Friday after)
Christmas Day

When a holiday falls on a Sunday, the following Monday is observed as the holiday. When a holiday falls on a Saturday, the preceding Friday is observed as the holiday.

When a holiday occurs during an employee's vacation, the time off is charged as a holiday and the employee keeps the vacation day.

210.3 Scheduled Work on a Holiday

The supervisor gives you as much advance notice as is practical if you are scheduled to work on a holiday.

For AFSCME or INA bargaining unit employees, see the appropriate collective bargaining agreement.

210.4 Effect of Separation from Employment on Holiday Pay

A separating employee cannot extend employment to take advantage of a paid holiday.