

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.3.4.1
Related Policy: 3.3.4
Title: Legal Holidays
Responsibility: Vice President, Human Resources and Employee Relations

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President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Eligibility

All employees in FTE positions ⁽¹⁰⁾ shall be allowed to observe with pay those legal holidays listed in Section II of this Procedure. All temporary grant employees are entitled to all holidays provided that the grant has sufficient funds.

II. Legal Holidays

State Holidays	
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
George Washington's Birthday/Presidents Day	Third Monday in February
Confederate Memorial Day	May 10
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Day After Christmas	December 26

⁽¹⁰⁾ Faculty reference Procedure #3.2.3.3

III. Holiday Observance Procedure

- A. To accommodate academic calendars, the College may establish holiday schedules differing from those observed by other State agencies. However, in all cases, the number of holidays observed in a calendar year will be consistent with the number granted to all State agencies.
- B. Holidays are to be taken on the prescribed day in the academic calendar for a College. A College Calendar is issued in January of each year that indicates all observed holidays and the dates the College will be closed in observance of the holiday. When a holiday falls on a Saturday or Sunday, it shall be observed on the preceding Friday or the following Monday, respectively, by employees working a Monday through Friday schedule. Employees in FTE positions who do not work a normal Monday through Friday workweek shall receive no more and/or less number of holidays than those employees who work the normal Monday through Friday workweek.
- C. The length of an employee's holiday is computed based on the number of hours in the employee's average workday. To determine the number of hours in a holiday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).
- D. When a holiday falls during a period of leave with pay, the day will be counted as a holiday, not as a day of leave.
- E. Employees who are on extended leave without pay shall not be paid or receive holiday compensatory time for holidays falling during this period of leave without pay.
- F. Employees who are on leave without pay status the day before a holiday shall not be paid or receive holiday compensatory time for a holiday(s) following the day of leave without pay.

IV. Holiday Compensatory Time

- A. An employee of the College who is required to work on a holiday by his/her supervisor shall be given holiday compensatory time within one year from the date of the holiday at a time mutually agreed upon by the supervisor and the employee.
- B. Should a College employee be required to work on a holiday, the College shall give the employee who must work advanced notice if possible.
- C. An employee who must work a portion of the holiday due to a shift that begins on one day and ends on another shall be granted holiday compensatory time equal to all hours worked on the holiday.
- D. All non-exempt employees of the College, who are not allowed to take holiday compensatory time earned for working on a holiday within the one-year period, shall be

compensated for the holiday by the College at the straight hourly pay rate of the employee. Exempt employees shall not be paid for unused holiday compensatory time.

- E. All non-exempt employees shall be compensated for all holiday compensatory time upon separation from employment. Exempt employees shall not be paid for unused holiday compensatory time upon separation of employment.

V. Holiday Compensatory Time Record

- A. An employee of a college who is required to work on a holiday by his/her supervisor shall be given holiday compensatory time within one year from the date of the holiday at a time mutually agreed upon by the supervisor and the employee.
- B. Should a college employee be required to work on a holiday, the college shall give the employee who must work advanced notice if possible.
- C. An employee who must work a portion of the holiday due to a shift that begins on one day and ends on another shall be granted holiday compensatory time equal to all hours worked on the holiday.
- D. All non-exempt employees in colleges are not allowed to take holiday compensatory time earned for working on a holiday within the one-year period, shall be compensated for the holiday by the respective college at the straight hourly pay rate of the employee. Exempt employees shall not be paid for unused holiday compensatory time.
- E. All non-exempt employees shall be compensated for all holiday compensatory time upon separation from employment. Exempt employees shall not be paid for unused holiday compensatory time upon separation of employment.
- F. Colleges shall maintain records for all employees who receive holiday compensatory time. Information in the record must include:
 - 1. Compensatory time earned and used in terms of hours, and
 - 2. The number of hours per week the employee is normally scheduled to work and the employee's average workday.