

SECTION 801.18

Holidays in eTime

The holidays for Valdosta State will be automatically posted to your time card by eTime. You will not be able to edit the holiday time. A new USG BOR policy has been applied to which any time worked on a holiday will be paid along with the holiday pay.

For example: if your institution works 8.5 hour days and has scheduled September 7th as a holiday and you have to work 3 hours on September 7th. You will be paid the 8.5 hours holiday and the 3 hours worked.

You will not be allowed to substitute the holiday for another day.

1. Holiday Pay (Old Policy)

If a non-exempt employee is required to work on an officially designated University holiday as a result of the operating demands of their department or a holiday falls on the employee's scheduled day off, the employee's supervisor may choose one of the following holiday payback options:

- a.** Grant the employee another work day off with pay by designating that day as the employee's paid holiday.
- b.** Pay the employee his/her holiday pay, plus pay the employee at his/her regular rate of pay for the additional time actually worked on the holiday (or a minimum

of two hours as per the On Call Policy Section 801.17). Under this option, the employee does not receive another day off with pay for having worked an official holiday.

- c. Add the holiday time to the employee's annual leave balance.

Note: When determining eligibility for overtime pay, holiday hours are not counted as hours worked.