

## **Number 14.8 - HOLIDAYS**

Effective Date: March 1, 1996

Revised Date: May 15, 2002

Applicable To: All classified employees, as well as exempt, with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: Kathleen C. Hoyt, Secretary of Administration

### **PURPOSE**

The purpose of this policy is to designate State holidays for which classified employees are entitled to receive compensation.

### **GENERAL INFORMATION**

Employees are generally granted time off with pay on legal holidays as listed below. Employees in certain jobs may be required to work on some holidays. If so, they may be compensated with equivalent time off or cash payment as provided in the Observance of Holidays Article in the current Agreements between the State of Vermont and the Vermont State Employees' Association, Inc. (VSEA). In addition, the contract covers all other conditions of employment related to legal holidays, such as decisions regarding the closing or opening of State offices on a holiday, and the observance of Floating Holidays.

Title 1 VSA § 371 establishes the following legal holidays:

New Year's Day - January 1

Martin Luther King JR's Birthday – third Monday in January

Washington's Birthday - third Monday in February

Town Meeting Day - first Tuesday in March

Memorial Day - May 30

Independence Day - July 4

Bennington Battle Day - August 16

Labor Day - first Monday in September

Veterans' Day - November 11

Thanksgiving Day - fourth Thursday in November

Christmas Day - December 25

The following is a floating holiday.

Columbus Day - second Monday in October

State offices remain open for business on a "floating" holiday. Employees who are assigned to work on a floating holiday, or who have that day as a regularly scheduled day off, will receive compensatory time off at straight time rates for eight (8) hours, to be used at a later date. Employees who wish to take the floating holiday off must make a request to their supervisors in advance of the holiday.

An employee who wishes to take an earned floating holiday at a later date must make this request with at least thirty (30) days' advance notice to the supervisor, and the supervisor must have approved the leave. However, if the time off is agreed to thirty (30) days in advance and then the employee is required to work on the day (s)he planned to be on leave, the employee will be paid for that day as if it were a designated time-and-one-half rate holiday.

All State departments, agencies and offices observe any legal holiday falling on a Saturday on the preceding Friday, and any legal holiday falling on a Sunday on the following Monday.

The following individuals will not receive pay for a holiday.

- Employees not on the payroll due to disciplinary suspension
- Employees who are absent without authorization
- Employees who are on an unpaid leave of absence for any portion of their scheduled workday immediately preceding or following a holiday.

This policy does not apply to temporary employees.