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REQUIRED ACTION:

- Employees are responsible for reading and following this policy.
- Managers are required to have every employee and new hire read and acknowledge this policy.

GUIDELINES

I. Policy

All employees of the South Carolina Commission on Higher Education (CHE), other than temporary employees, shall observe all paid legal holidays.

II. Legal Holidays

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
George Washington's Birthday/President's Day	Third Monday in February
Confederate Memorial Day	May 10
National 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	Friday Following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Day after Christmas	December 26

III. Holiday Observance Procedure

- Holidays are to be taken on the prescribed day unless CHE requires the employee to work. As much advance notice as possible shall be given to an employee who must work on a 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 scheduled to work on a Saturday or Sunday that is a holiday shall observe the actual holiday or receive holiday compensatory time.

- Eligible employees who do not work a normal Monday through Friday workweek shall receive neither more nor any fewer numbers of holidays than those employees who work the normal Monday through Friday workweek.



- D. 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).
- E. When a holiday falls during a period of leave with pay, that day will be counted as a holiday, not as a day of leave.
- F. Employees who are on leave without pay the day before a holiday shall not be paid or receive holiday compensatory time for the holiday(s), except when the employee participates in the Voluntary and Mandatory Furlough Program.
- G. Employees who participate in a compressed/flexible schedule program shall be required to use annual leave in combination with the holiday hours in order to equal the total hours scheduled to work on the holiday.
- H. Employees who work on legal holidays shall receive holiday compensatory leave credit for the hours worked not to exceed the number of holiday hours based on the employee's average workday.

IV. Holiday Compensatory Time

- A. An employee who is required by CHE to work on a holiday shall be given holiday compensatory time at the convenience of the agency within 90 days of such holiday. All non-exempt employees who are not allowed to take the holiday compensatory time within the 90-day period will be paid for the hours at the employee's straight hourly pay rate. Exempt employees will not be paid for unused holiday compensatory time. The President and Executive Director or designee may extend the 90-day period for an additional 90 days because of limited staffing.
- B. 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.
- C. When a holiday falls between Monday and Friday, an employee who is not scheduled to work on that day will be given holiday compensatory leave credit only if such credit is necessary for the employee to receive the same number of holidays.
- D. Upon separation from employment, a nonexempt employee shall be compensated for all holiday compensatory time. Non-exempt employees shall be paid out for any unused holiday compensatory time prior to transferring to another agency. Exempt employees shall not be paid for unused holiday compensatory time.



V. Holiday Compensatory Leave Records

Employees who work on a holiday must enter the time worked on a holiday into MySCEmployee (or complete a timesheet for selected employees) to be credited the holiday compensatory time. The time entered should reflect the number of hours worked on the holiday. When using holiday compensatory time, either a MySCEmployee submission or a leave request form must be completed and submitted to the employee's supervisor for approval.

CONTACT/TELEPHONE: Human Resources 803-737-4272

APPROVED BY:

A handwritten signature in blue ink, appearing to read "Jeffrey M. Sizemore", written over a horizontal line.

SC Commission on Higher Education President and Executive Director