

Leave Administration (FAQ)

If the Governor's Office declares a day or partial day as an "official" holiday and I am on approved leave, will my leave balance be restored for the time granted?

Yes. If the Governor's Office declares any portion of a day as an official holiday, leave balances will be restored for the remaining hours of the day declared holiday time.

If the Governor's Office does not recognize a portion of a day as an "official" holiday but the Agency Director closes the offices early and I was on approved leave, will my leave balance be restored for the time granted?

No. Since only the Governor has the authority to declare holiday time, if an employee is in an approved leave status, the employee is responsible for each hour that was indicated on his/her leave sheet. Leave balances will not be adjusted to reflect the Agency Director's decision to close the offices early.

If the Governor's Office declares a day or partial day as an "official" holiday will I be paid for the time granted?

Yes. Holiday pay will be paid to eligible employees if the employee was at work or was in a paid leave status at least part of their last regularly scheduled workday immediately prior to the holiday. Eligible employees include individuals who are in a nonwage position identification number (PIN) for 50 percent or more time for at least four and one-half months. Those not eligible include: (a) student wage positions that require student status as a condition of employment and (b) other wage positions created to accommodate temporary labor needs.

If the Governor's Office does not recognize a portion of a day as an "official" holiday but at some point during the workday the Agency Director authorizes the offices closed, will I be paid for the remaining hours I was scheduled to work?

Yes. Regular employees, as defined in Section 1.1 of System Regulation 31.03.03, continue to receive regular salary and benefits if the employee was at work immediately prior to the office closure. However, student wage positions that require student status as a condition of employment and other wage positions created to accommodate temporary labor needs will not be paid for time not worked.

If the Agency Director declares the offices closed with the stipulation that someone is to remain at each office to answer the phones and I am selected to stay and provide phone coverage, will I be compensated or receive comparable time for the hours I stayed and worked?

Yes. Each supervisor is responsible for insuring that sufficient personnel remain stationed in the event that services are required of that office. For those individuals who are required to work the remaining hours, he/she will be granted compensatory time off on a straight time basis, to be taken during the next 12 months.