



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved Oct. 17, 2002

2.4

Council Personnel

Holidays

1. Reference: O.C.G.A. § 1-4-1.
2. Statutory Holidays.
 - (a) The Council shall recognize and observe as public and legal holidays:
 - (1) All days which have been designated as of January 1, 1984 as public and legal holidays by the federal government; and
 - (2) All other days designated and proclaimed by the Governor as public and legal holidays or as days of fasting and prayer or other religious observance.
 - (3) A holiday will normally be observed on the date designated in the Governor's proclamation; provided however, an employee who is required to work on a day proclaimed as a holiday, shall be granted equivalent time off as soon as possible.

(b) Holidays Occurring After Active Service

An employee shall not be paid for any holiday or unanticipated non-workday which occurs after the last day of active service; provided however, if the holiday is in the same pay period and immediately succeeds the last day the employee is on duty or on leave with pay then the employee shall be paid for such holiday.

3. Requests to Observe Other Religious Holidays (Ga. Code 1-4-1)

An employee, upon request to the Council at least seven (7) days in advance, shall be given priority consideration for time away from work for observance of religious holidays not provided for in paragraph 1. Any paid time for such religious holiday observance shall be charged to compensatory time or accrued annual leave available to the employee at the time of the holiday observance. No employee may claim priority consideration for more than three (3) workdays in each calendar year. A request by an employee for time away from work to observe a religious holiday shall not be denied unless: (1) the employee has inadequate compensatory time or accrued annual leave to cover such period of absence; or (2) the duties performed by the employee are urgently required and the employee, in the judgment of the Council, is the only person available who can perform the duties.