

## Holidays

### PURPOSE

To identify the legal holidays that apply to state employees and set procedures for observance and payment.

### SCOPE

This policy applies to employees in the state civil service, except Institutional Teachers at the Indiana School for the Deaf and the Indiana School for the Blind/Visually Impaired, law enforcement employees who have elected a 28-day work period in accordance with 31 IAC 5-7-8(b), and employees appointed on a temporary or intermittent basis.

### STATEMENT OF POLICY

The State of Indiana recognizes certain legal holidays for which designated employees will be compensated. Those holidays are as follows:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	General Election Day
Good Friday	Veterans Day
Primary Election Day	Thanksgiving Day
Memorial Day	Christmas Day

The Governor may set or change the date on which these holidays are observed.

Compensation for holidays for active full-time employees is 7.5 hours of compensatory time off or 7.5 multiplied by the employee's base hourly rate. Part-time or hourly employees on permanent appointment will receive holiday pay or compensatory time off calculated as one-tenth of the regular biweekly hours assigned, rounded to the nearest quarter-hour, not to exceed 7.5 hours.

An employee may observe a bona fide religious observance, consistent with the religious tenets adhered to by the employee and not included in the list above provided:


- The time off is charged to compensatory time off, vacation leave, personal leave or authorized leave without pay at the employee's choice;
- The employee gives reasonable advance notice; and
- The employee's absence does not conflict with the operational needs of the State.

### REFERENCES

IC 1-1-9  
IC 4-15-2.2-10  
31 IAC 5-7-8(b)  
31 IAC 5-8-1  
IC 5-10.2-4-1  
IC 20-21-4-3  
IC 20-22-4-3

EFFECTIVE DATE March 23, 2016  
Supersedes policy dated August 1, 2012

### APPROVAL



Jon D. Darrow, State Personnel Director

Date March 23, 2016