



BOB RILEY  
GOVERNOR

# State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL  
COMMISSIONER

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June 27, 2005

ADMINISTRATIVE REGULATION  
NUMBER 203

OPR: PERSONNEL

## HOLIDAY DUTY Department of Corrections Employees

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for compensating employees for holiday duty.

### II. POLICY

It is the policy of the Alabama Department of Corrections to compensate employees who are required to work on official state holidays with either compensatory leave or paid compensation in accordance with state law and procedures.

### III. DEFINITION(S) AND ACRONYM(S)

- A. Holiday duty: Refers to an employee having to work on an official state holiday.
- B. Holiday Time: Refers to compensatory time/leave that is granted to an employee who works on an official state holiday.
- C. Mardi Gras Day: Refers to an official holiday for employees of state offices in Baldwin and Mobile Counties.
- D. Personal Leave Day: Refers to a leave day granted on January 1 of each calendar year to all state employees except those employed on Baldwin and Mobile Counties.
- E. State Holidays: Refers to holidays observed by the closing of state offices which include the legal holidays described in Annex A to AR 203 and such other days that may be declared holidays by the Governor.

### IV. RESPONSIBILITIES

- A. The Personnel Division shall advise supervisors regarding state procedures for holiday time.
- B. Wardens and Division Directors shall ensure that:
  - 1. Only employees essential for maintaining ADOC operations and programs are scheduled for holiday duty.
  - 2. Approval is granted for all holiday duty.
  - 3. Employees are allowed to take holiday time within 90 days of accrual, whenever possible.
  - 4. Holiday time does not accrue for more than one year from the date of the holiday duty.
  - 5. Accurate leave and work records are maintained.
- C. The Accounting/Finance Division is responsible for the auditing of leave and work records and arranging and processing paid compensation for qualifying holiday time.
- D. Payroll Clerks are responsible for:
  - 1. Ensuring that holiday time is recorded on the employee's leave and work record and entered into the Government Human Resource System (GHRIS).
  - 2. Notifying Wardens and Division Directors of any holiday time that has accrued for one year.
  - 3. Processing qualifying holiday time for paid compensation.
- E. Employees are responsible for making written request to Wardens and Division Directors for approval to accrue or receive paid compensation for qualifying holiday time (Annex B to AR 203).

**V. PROCEDURES**

- A. Warden and Division Directors shall provide approval for employees to work on official state holidays.
- B. Employees shall be in pay status on the workday before and after a holiday to be entitled to holiday compensation.
- C. Full-time employees who work on a holiday shall accrue holiday time based on the number of work hours of their regularly assigned shift (i.e., 8-hour or 12-hour shift).

- D. Part-time employees shall accrue holiday time based on the number of hours they work.
- E. Employees who are not eligible for overtime compensation according to ADOC Administrative Regulation 212 shall accrue holiday time.
- F. Holiday time shall not accrue while an employee is on paid leave. Instead, the holiday is used.
- G. Holiday time shall not accrue while an employee is on leave without pay. Instead, the employee shall remain in leave without paid status.
- H. The accrual of holiday time shall be recorded on the employee's leave and work record and entered into the Government Human Resource System (GHRIS).
- I. An employee who works on a holiday shall be scheduled off within 90 days after the accrual of the holiday unless:
  - 1. Justification is provided that it shall be operational infeasible to schedule the employee off within the 90-day time frame.
  - 2. The employee requests in writing (Annex B to AR 203) and receives approval to accrue the holiday.
- J. Employees may request in writing (Annex B to AR 203) to receive paid compensation (sell) of holiday time that has accrued for more than 90 days upon notice of such payment opportunity from the ADOC Accounting/Finance Division and approval from the Warden or Division Director.
- K. An employee shall not accrue more than 160 hours of holiday time.
- L. Holiday time shall not accrue for more than one year after the date of the holiday duty.
- M. An employee may request to use holiday time that has accrued for less than one year on any given day upon approval by the supervisor.
- N. Employees shall receive paid compensation for any holiday time that has accrued for one year.
- O. A personal leave day is granted in lieu of the Mardi Gras holiday to employees who are employed on January 1 of each year, except to those employees in Baldwin and Mobile Counties.
- P. The personal leave day is accrued only on January 1 of each year. An employee hired after January 1 of a year is not entitled to a personal leave day for that year.

- Q. Part-time employees accrue a personal leave day on a proportional rate to the number of hours they work.
- R. Full-time employees shall accrue a personal leave day that equals the number of hours of the employee's regular duty shift (i.e., 8-hours or 12-hours).
- S. The personal leave day shall be:
  - 1. Used before December 31 of each year, if at all possible.
  - 2. Used before annual leave.
  - 3. Used all at once (i.e., shall not be taken in partial increments).
- T. Paid compensation to employees who did not use their personal leave day by December 31 of any calendar year must be approved by the State Personnel Director.

**VI. DISPOSITION**

There are no forms prescribed by this regulation. Therefore, disposition procedures are not necessary.

**VII. FORMS**

This regulation does not implement any forms.

**VIII. SUPERCEDES**

This administrative regulation supercedes AR 203, dated February 3, 1995, as amended.

**IX. PERFORMANCE**

This administrative regulation updates policy and procedures concerning holiday duty and is based on, but not limited to, the laws and regulations below:

- A. Code of Alabama, 1975, Section 1-3-8
- B. Attorney General's Opinion 92-0035
- C. Rules of the State Personnel Board
- D. State Personnel Department Procedures Manual
- E. ADOC AR 212
- F. ADOC AR 220

**ANNEX(S)**

- A. Annex A, Official State Holidays
- B. Annex B, Request for Accrual or Paid Compensation of Holiday Time

  
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Donal Campbell, Commissioner

## **OFFICIAL STATE HOLIDAYS**

Official State holidays include the legal holidays described below and any other days that may be declared holidays by the Governor.

New Year's Day	First Day of January
Martin Luther King, Jr./Robert E Lee Birthday	Third Monday in January
Mardi Gras Day	Baldwin and Mobile Counties
George Washington/Thomas Jefferson's Birthday	Third Monday in February
Confederate Memorial Day	Fourth Monday in April
National Memorial Day	Last Monday in May
Jefferson Davis' Birthday	First Monday in June
Independence Day	Fourth Day of July
Labor Day	First Monday in September
Columbus/Fraternal/American Indian Heritage Day	Second Monday in October
Veteran's Day	Eleventh Day of November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-fifth Day of December

Sample

**REQUEST FOR ACCRUAL OR PAID COMPENSATION  
OF  
HOLIDAY TIME**

**MEMORANDUM**

TO: \_\_\_\_\_  
WARDEN/DIVISION DIRECTOR

FROM: \_\_\_\_\_  
EMPLOYEE

SUBJECT: \_\_\_\_\_ Request to Accrue Holiday Time

\_\_\_\_\_ Request to Receive Paid Compensation for Holiday Time

\_\_\_\_\_ I hereby request approval to accrue holiday time in the amount of  
\_\_\_\_\_ hours.

\_\_\_\_\_ I hereby request approval to receive paid compensation for accrued  
holiday time in the amount of \_\_\_\_\_ hours.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Job Classification: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Warden/Division Director