



Department of Transformation and Shared Services
Office of Personnel Management

Policy Title: Holidays and Birthday Leave

Policy Number: 52

Authority: Ark. Code Ann. §§ 1-5-101 through 104

Revised: October 23, 2017

Arkansas state government observes the following holidays:

New Year's Day	January 1
Dr. Martin Luther King, Jr. Birthday and Robert E. Lee's Birthday	The third Monday in January
George Washington's Birthday and Daisy Gatson Bates Day	The third Monday in February
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Veterans Day	November 11
Thanksgiving Day	The fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
An employee's birthday	An employee is granted one holiday to observe his/her birthday

The Governor may issue an Executive Proclamation and proclaim additional days as holidays in observance of special events or for other reasons.

Eligibility for Holiday Pay

All "regular salaried" and "extra help" employees will receive holiday pay if they are in pay status for at least fifteen (15) minutes on their last scheduled work day before the holiday and at least fifteen (15) minutes on the first scheduled work day after the holiday. An employee on leave of absence without pay is not in a pay status and not eligible to receive holiday pay.

An employee with 10 or more days of leave without pay in a calendar month is not eligible for holiday pay, even if the employee is in a pay status fifteen (15) minutes the day before and fifteen (15) minutes the day after the holiday.

All State offices will be closed on the above legal holidays, with the exception of the employee's birthday; however, these closings do not apply to those state offices and



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employees who are essential to the preservation and protection of the public peace, health and safety, nor do these closings affect the various constitutional officers, who may use their own discretion in the matter of closing their offices on legal holidays.

State offices located in Pulaski County shall remain open when a legal holiday occurs during a general or special session of the legislature, with the exception of Martin Luther King, Jr. Day. These offices shall maintain the minimum number of employees required to conduct state business. However, these offices may be permitted to close by resolution of the General Assembly.

1. When a holiday occurs while an employee is on annual or sick leave, that day will be considered a holiday and will not be charged against the employee's annual or sick leave.
2. Employees must work on holidays when the agency director determines the needs of the agency require it.
3. An employee who is required to work on a legal holiday will receive equivalent time off on another date. Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor. (Such time off is to be taken as soon as is practical.)
4. Employees who work a flex schedule earn holiday hours at the same rate as the number of hours the employee was scheduled to work on the holiday.
5. Employees who work less than full-time may take the holiday at a rate proportionately equal to their time worked. For example, if an employee works half-time, a holiday would be granted equivalent to four (4) hours.
6. Holidays which occur on a Saturday will be observed on the preceding Friday. Holidays which occur on a Sunday will be observed on the following Monday.
7. The minimum holiday leave amount an employee can use is fifteen (15) minutes. No smaller amount can be authorized or used.