

# HOLIDAY AND RELIGIOUS OBSERVANCE

**SOURCE: OHIO ADMINISTRATIVE CODE 123:1-44-01 & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 26**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Holiday Observance Policy:**

1. Employees are eligible to receive the following paid State of Ohio holidays:
  - New Year's Day - First Day in January
  - Martin Luther King, Jr.'s Birthday - Third Monday in January
  - President's Day - Third Monday in February
  - Memorial Day - Last Monday in May
  - Independence Day - Fourth day of July
  - Labor Day - First Monday in September
  - Columbus Day - Second Monday in October
  - Veteran's Day - Eleventh day in November
  - Thanksgiving Day - Fourth Thursday in November
  - Christmas Day - Twenty-fifth day of December
  - Any other day proclaimed by the Governor of the State of Ohio or the President of the United States
2. A State of Ohio holiday falling on a Sunday will be observed on the following Monday. A holiday falling on a Saturday will be observed on the preceding Friday.
3. With proper notice, employees may be granted leave to observe religious holidays not on the above list. The time off must be charged to vacation, compensatory time, or personal leave.
4. Employees who are scheduled to work and call off sick the day before, the day of, or the day after a holiday, will not be paid for the holiday, unless there is documented, extenuating circumstances.

See: Compensation, Holiday Pay.

11/06