

**ARKANSAS FORESTRY COMMISSION
HOLIDAY POLICY
§ 95**

1. Eligible employees shall be granted time off to observe the following regularly scheduled legal holidays:

New Years Day.....	January 1
Dr. Martin Luther King, Jr. and Robert E. Lee Birthdays.....	3 rd Monday in January
George Washington’s Birthday.....	3 rd Monday in February
Memorial Day.....	last Monday in May
Independence Day.....	July 4
Labor Day.....	1 st Monday in September
Veterans’ Day.....	November 11
Thanksgiving.....	4th Thursday in November
Christmas Eve.....	December 24
Christmas.....	December 25
Employee birthday (may be taken on or after birthday).	

2. All state offices are closed on the above legal holidays with exception of employee birthday. However, this closing does not apply to those offices and employees who are essential during emergencies or regular work schedules.
3. AFC Headquarters shall remain open when a legal holiday occurs during a general or special session of the Legislature. Headquarters shall maintain the minimum number of employees required to conduct state business.
4. Holidays that occur on Saturday, are observed the preceding Friday. Holidays that occur on Sunday, are observed the following Monday.
5. All regular employees are eligible to receive holiday pay if they are in pay status on the last normal work day before the holiday and at least fifteen minutes on the first normal work day after the holiday.
6. Extra Help employees may also be eligible for holiday pay, if budgeted, and based on the number of hours worked the last normal work day before the holiday and at least fifteen minutes on the first normal work day after the holiday.
7. Employees may not take other paid leave if off on a scheduled holiday.
8. When a holiday occurs on an employee’s scheduled day off, the employee will be given equivalent time off.
9. Employees must work on holidays when required. The employee will bank the number of holiday hours worked.

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10. If an employee is off on the holiday, but works in excess of the normal work week, the time under 40 hours but in excess of the regular work week, will accrue hour for hour compensatory time. If an employee works over 40 hours in addition to taking the holiday, the hours in excess of 40 will accrue at time and one-half.

Contact the AFC Human Resources Office for clarification.

11. Accrued holiday time is reported on timesheet (A75.100 or A75.200) with holiday activity code and also on leave form (A70.100).
12. If not used, holidays will accrue in employees' holiday and birthday "bank." The maximum annual and holiday/birthday leave pay-out for employees resigning or retiring is 240 combined hours.
13. Repeal: This Holiday Policy § 95 supersedes all earlier AFC § 95 holiday policies and memoranda, which are hereby repealed.