



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 – 104

Effective Date: August 30, 2023

Arkansas state government observes the following holidays:

New Year's Day	January 1
Dr. Martin Luther King, Jr. 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 and extra help employees will receive holiday pay if they are in pay status for at least fifteen (15) minutes on their last scheduled workday 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.

All State offices will be closed on the above-mentioned legal holidays, except for the employee's birthday. Closings do not apply to state offices and employees who are essential to the preservation and protection of the public peace, health, and safety. Constitutional officers may use their own discretion in 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. State offices may be permitted to close by resolution of the General Assembly.



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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.