

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Support Services/Human Resources	Reference Number: IVO10-0006 (104.39.07)	Revises Previous Effective Date:
Subject: Leave For A Religious Holiday		09/01/03
Authority: Bryson/Dozier	Effective Date: 03/31/15	Page 1 of 2

I. POLICY:

Employees may request time away from work to observe religious holidays which have not been designated and proclaimed by the governor as public and legal holidays.

II. APPLICABILITY:

All facilities, offices, units and sections of the Georgia Department of Corrections (GDC).

III. RELATED DIRECTIVES:

- A. O.C.G.A. § 1-4-1, Public and Legal Holidays
- B. Title VII of the Civil Rights Act of 1994, amended;
42 U.S.C. 2000e(j)
- C. State Personnel Board Rules:
 - 478-1-.16-4 Absence from Work
 - 478-1-.16-4.g Requests to Observe Other Religious Holidays

IV. DEFINITIONS:

None

V. ATTACHMENTS:

None

VI. PROCEDURE:

- A. An employee, upon request to the Appointing Authority at least seven days in advance, shall be given priority consideration for time away from work for observance of religious holidays that have not been designated and proclaimed by the Governor as public and legal holidays.

Functional Area: Support Services/Human Resources	Prev. Eff. Date: 09/01/03	Page 2 of 2
	Effective Date: 03/31/15	Reference Number: IVO10-0006 (104.39.07)

NOTE: No employee may claim priority consideration for more than three workdays in each calendar year.

- B. Any paid time for such religious holiday observance shall be charged to accrued compensatory time, annual leave, or personal leave available to the employee at the time of the holiday observance. If accrued leave is exhausted, authorized leave without pay may be granted.

- C. A request by an employee for time away from work to observe a religious holiday(s) shall not be denied unless the duties performed by the employee are urgently required and the employee, in the judgment of the Appointing Authority, is the only person available who can perform the duties.