ALABAMA STATE PERSONNEL BOARD
ALABAMA STATE PERSONNEL DEPARTMENT
ADMINISTRATIVE CODE

CHAPTER 670-X-12
HOLIDAYS

670-X-12-.01 Holidays.

(1) State offices may be closed only on all days made legal holidays by the laws of Alabama and on such other days as may be declared holidays by the Governor. When any holiday falls on Sunday, the following Monday may be observed. When any holiday falls on Saturday, the preceding Friday may be observed. An employee may only be paid for a holiday if he is in pay status for the majority of the day prior to and after the holiday.

The following are legal holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr./Robert E. Lee's Birthday - 3rd Monday in January
- Mardi Gras Day (only in Baldwin and Mobile Counties) (Personal Leave Day will be granted for all other counties.)
- George Washington's Birthday/Thomas Jefferson's Birthday - 3rd Monday in February
- Confederate Memorial Day - 4th Monday in April
- National Memorial Day – last Monday in May
- Jefferson Davis' Birthday - 1st Monday in June
- Independence Day (July 4)
- Labor Day - 1st Monday in September
- Columbus Day/Fraternal Day/American Indian Heritage Day - 2nd Monday in October
- Veterans' Day (November 11)
- Thanksgiving Day - 4th Thursday in November as designated by the Governor
- Christmas Day (December 25)

(2) Other than the designated legal holidays, State agencies can only be closed with the approval of the Governor. Any State agency may remain open on a State holiday upon written notice by the appointing authority to the Board at least 60 days in advance of the holiday.

(3) Each employee or their supervisor shall attempt to schedule any compensatory leave day provided in lieu of a regularly scheduled holiday, subject to the approval of the supervisor, during the quarter that the regularly scheduled holiday occurred. In the event that any compensatory leave day cannot be scheduled during the designated quarter, then the compensatory leave day may be accumulated at the request of the employee for a period up to

one year. Supervisors failing to schedule compensatory leave days for employees within the quarter, unless the day is carried forward at the request of the employee, must justify that action in writing to the Director and the employee shall receive pay at a rate not less than the employee's usual customary rate of pay for any compensatory leave day to which he may be entitled and which has not been taken.

Author:
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