

# POLICY

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**SUBJECT: Holiday Leave**  
**NUMBER: HR-421-18**  
**APPLICABLE TO: All DJS Staff**

**APPROVED:** \_\_\_\_\_ /s/ signature on original  
**DATE:** \_\_\_\_\_  
**Sam Abed, Secretary**  
7/30/18

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- I. POLICY**  
The Maryland Department of Juvenile Services (DJS) shall conduct the regulation and management of holiday leave and the earning and use of related compensatory time in accordance with State law, regulations, and guidelines.
- II. AUTHORITY**  
A. Md. Code Ann., Human Services, §9-203 and §9-204.  
B. Md. Code Ann., State Personnel and Pensions, §9-201 to §9-205  
C. COMAR 17.04.11.08  
D. American Correctional Association (ACA) Standard, 4-JCF-6D-01
- III. DIRECTIVES/POLICIES RESCINDED**  
None
- IV. FAILURE TO COMPLY**  
Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.
- V. STANDARD OPERATING PROCEDURES**  
Standard operating procedures have been developed.

**VI. REVISION HISTORY**

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	July 30, 2018

## PROCEDURES

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**APPROVED:** \_\_\_\_\_ /s/ signature on original  
**Sam Abed, Secretary**  
**DATE:** \_\_\_\_\_ 8/6/18

- I. PURPOSE**  
To provide guidelines for the use and management of holiday leave in accordance with Maryland law and regulations.
- II. DEFINITIONS**  
None – definitions are provided in Maryland law and regulation.
- III. PROCEDURES**
- A. Granting and Eligibility
    - 1. Holiday leave is available to employees as provided in Title 9, Subtitle 2 of the State Personnel and Pensions Article of the Maryland Code, as well as in COMAR 17.04.11.08.
  - B. Use of Holiday Leave
    - 1. Employees shall obtain supervisor approval for the use of holiday leave on a date other than the date designated for the observance, as well as for the earning or use of Compensatory Time as a result of working on a holiday. Employees shall request supervisor approval in writing as far in advance as possible but at least by the close of the employee's previous shift. When conflicts arise, the supervisor will make the final decision.

- C. Timekeeping Record
1. The Office of Human Resources will manage personnel records.
  2. The Payroll Unit will track and maintain records on all holiday leave granted and used, and all related compensatory time earned and used under this policy.
  3. All holiday leave and compensatory time earned and used shall be recorded on the Timekeeping Record as follows:
    - a. To use holiday leave on a day other than that designated for State observance or to take compensatory time earned for working on a holiday, the employee must submit a request for leave in writing or on Workday to the supervisor for approval. The supervisor will return the Request directly to the employee noting approval or disapproval.
    - b. To work on a holiday and earn compensatory time, the employee must submit the Request for Leave to work extra hours to their supervisor for approval. The supervisor will return the Request directly to the employee noting approval or disapproval.
    - c. Supervisors, upon signing an employee's Timekeeping Record, are assuring that any holiday leave used or related compensatory time earned or used is accurately recorded as reported by the employee and, when required, the appropriate documentation is attached
    - d. Completion of the Timekeeping Record is more fully discussed in the *DJS Work Schedules Policy and Procedure*.
  4. Supervisors, upon signing an employee's Timekeeping Record, are ensuring that the use of holiday leave on either the designated date of observance or any other date, as well as the earning and use of compensatory time earned for working on a holiday, is accurately recorded as reported by the employee and when required, the appropriate documentation is attached.
  5. Upon receipt of the Timekeeping Record, the Payroll Unit will:
    - a. review the Record for accuracy and completeness and contact the employee or supervisor if necessary.
    - b. enter any holiday leave used on a day other than the designated State observance or compensatory time earned or used into the employee's official leave record; and
    - c. ensure, when applicable, the employee's holiday leave and compensatory time balances as of the reported pay period will appear reflected in their balance.
  6. OHR will use the compensatory time records for the preparation of reports to the Department of Budget and Management, Office of Personnel Services and Benefits (OPSB) and for auditing purposes.

#### IV. **RESPONSIBILITY**

Administrators are responsible for implementation and compliance with this procedure within 30 days of issuance.

**V. INTERPRETATION**

The Deputy Secretary for Support, with the concurrence of the Secretary, may approve exceptions to this policy that are consistent with the requirements of applicable State laws, regulations, and guidelines.

**VI. LOCAL OPERATING PROCEDURES REQUIRED**

No

**VII. DIRECTIVES/POLICIES REFERENCED**

DJS Work Schedules Policy and Procedure

**VIII. MARYLAND STATUTE/REGULATION REFERENCED**

*Note: Copies of all statutes, regulation and DBM Guidance referenced below are attached to this policy.*

- **HOLIDAY LEAVE CITATIONS -**
  - **Md. Code Ann., State Personnel and Pensions, §9-201**
  - **Md. Code Ann., State Personnel and Pensions, §9-202**
  - **Md. Code Ann., State Personnel and Pensions, §9-203**
  - **Md. Code Ann., State Personnel and Pensions, §9-204**
  - **Md. Code Ann., State Personnel and Pensions, §9-205**
- **COMAR 17.04.11.08**
- **DBM Guidance on Leave**

**IX. APPENDICES**

None



# DJS POLICY AND STANDARD OPERATING PROCEDURES

## Statement of Receipt and Acknowledgment of Review and Understanding

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK LOCATION

***SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.***