

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

**Policy Name:** Leave for a Religious Holiday

**Policy Number:** 104.39.07

**Effective Date:** 08/02/2022

**Page Number:** 1 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Administration & Finance  
Division (Human Resources)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

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. Authority:**

- 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); and
- C. State Personnel Board Rules: 478-1-.16 Absence from Work and 478-1-.16-25(e) Request to Observe Other Religious Holidays.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

- A. An employee may request priority consideration for time off from work to observe a religious holiday that is not observed as a state holiday. To receive priority consideration, the request should be made to the Appointing Authority (AA) at least seven (7) calendar days in advance.
- B. An employee may request priority consideration for up to three (3) workdays in each calendar year.
- C. A request by an employee for time off for religious observance cannot be denied unless:
  - 1. The duties performed by the employee are urgently required, and the employee, in the AA's judgment, is the only person available who can perform the duties; or,
  - 2. The AA can otherwise show that accommodating the request would be an undue hardship.

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D. Any paid time off granted to observe a religious holiday will be deducted from the employee's accrued deferred holiday time, compensatory time, personal leave, or annual leave in that order. If the employee does not have sufficient leave in any of those categories, the AA will allow for leave without pay unless doing so would cause an undue hardship. Denial of the request under the undue hardship exclusion must have the permission of the Department Human Resources Director.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.