

2021 Winter Break Update FAQs

Winter Break Questions

1. Will Friday, December 24 be a holiday day off since Christmas is on Saturday, December 25?

Friday, 12/24 is now designated as a regular workday. Employees can work with managers to flex their work week or take vacation leave.

2. What if I am observing Friday,12/24 as a religious day?

We consider everyone's decision to either engage in or refrain from religious worship to be worthy of respect and consideration, therefore, we encourage reasonable accommodations be provided for observance of religious holidays.

Employees should inform their supervisor in advance, specifically requesting an adjusted work schedule related to religious purposes. Depending upon business needs, you may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Also, planned absences for such requests may be taken as paid vacation leave (if applicable); as time off without pay; or be permitted as alternative work hours at a time and manner agreed upon by the employee and the responsible supervisor or manager. The hours worked in lieu of the normal work schedule may be scheduled before or after the religious observance within the workweek, so as not to create any entitlement to premium pay (including overtime pay).

More guidance can be found at: policylibrary.gatech.edu/employment/holiday-schedule-employees

3. Does Friday, December 31 during Winter Break serve as the holiday day off for New Year's holiday that falls on Saturday, January 1?

New Year's is the first holiday of each calendar year; therefore, it will be observed on Monday, January 3 for calendar year 2022.

4. What if I already made plans during the previously scheduled winter break period (12/20 - 12/24)?

The pandemic has caused some changes to our academic calendar and we are adjusting to address our core mission. We are also aware that there would be some early planners who would be impacted by the change. Please work with your manager and HR Representative

to help with the change. We at GTHR can be engaged to assist if needed.

5. Are we still receiving 12 Holidays in 2021?

Yes, each institution within the University System of Georgia shall establish twelve (12) official paid holidays each calendar year for its employees. Georgia Tech's 12 Holidays for 2021 are as follows:

- Friday, Jan. 1, 2021 — New Year's Day
- Monday, Jan. 18, 2021 — M.L.K, Jr. National Holiday
- Monday, May 31, 2021 — Memorial Day
- Monday, July 5, 2021 — Independence Day
- Monday, Sept. 6, 2021 — Labor Day
- Thursday – Friday, Nov. 25 – 26, 2021 — Thanksgiving Break
- Monday, Dec. 27 – Friday, Dec. 31, 2021 — Winter Break

6. What if I am an essential employee that is required to work during the winter break?

At times, the operating demands of a department make it necessary for all or a portion of the staff to work on a scheduled/official Institute holiday. If a non-exempt (paid biweekly) employee is designated as essential and is required to work on an official Institute holiday, the employee's supervisor may choose one of the following holiday pay options:

- Grant the employee another workday off with pay by designating that day as the employee's paid holiday.
- Pay the employee their holiday pay, plus pay the employee for actual time worked on the holiday. Under this option, the employee does not receive another day off with pay for having worked an official holiday.