

Floating Holiday Guidelines

- Each employee is allotted the equivalent of one (1) workday as a floating holiday, which is eligible to be used at any point in the calendar year.
- Floating holiday hours that remain unused at the conclusion of the calendar year will be forfeited, as this is not a bankable leave balance.
- Hours are prorated based upon the FTE assigned to an individual.
 - Ex: a full-time (1.0 FTE) employee will receive eight (8) hours or their full workday as regularly scheduled, while a 0.5 FTE employee will be allotted four (4) hours.
- Floating holiday hours must be taken in a single continuous block, and cannot be split over multiple dates throughout the year.
- Employees routinely scheduled for shifts that are greater than eight (8) hours in duration as a requirement of their position will receive the full allotment of the hours for which they are required to work as a part of their supervisor-approved schedule.
- Preapproval from an employee's supervisor is required before utilizing a floating holiday, as scheduling of a floating holiday is subject to management approval.
- Supervisors must make every reasonable effort to allow an employee ample opportunity to utilize their floating holiday prior to the conclusion of the calendar year.