

Floating Holiday Policy

[Our Company] will provide each full-time employee with [1-2] paid floating holidays in addition to our [x] standard paid holidays, as published in our employee handbook. Floating holidays are meant to be used for religious or cultural holidays, birthdays, holiday-related volunteer activities or to spend time with family members who may be out of school or off of work for a state or federal holiday.

Floating holidays will be issued upon hire for employees hired before July 1. Employees hired after July 1 and part-time employees will receive half a day as a floating holiday instead.

If you or a family member falls ill, your floating holiday can be used after all paid time off, including sick leave and vacation leave have been exhausted. Whenever possible, a floating holiday must be requested of your supervisor in advance similar to vacation time, to ensure adequate business coverage.

We encourage you to use your floating holiday/s each year. Therefore, unused floating holiday/s will not be carried over to the next calendar year. They will also not be paid out if unused at year end. If you have unused floating holidays near year end, we encourage you to take them over Christmas or New Years. Unused floating holidays will also not be paid out upon termination.