

## DEPARTMENT POLICY

<b>POLICY #:</b> 308	<b>SUBJECT:</b> Floating Holidays
<b>EFFECTIVE DATE:</b> July 29, 2009 <b>REVISED:</b> August 10, 2010	<b>PAGE 1 of 2</b>
<b>AUTHORIZED SIGNATURE:</b>	

### FLOATING HOLIDAYS EFFECTIVE JANUARY 1, 2011

#### I. BACKGROUND

Floating holidays changed from fiscal year to calendar year effective with the passage of the FY 2011 Budget Act.

#### II. PURPOSE

The purpose of this policy is to establish consistent practices across the Department of Services for Children, Youth and Their Families with the implementation of floating holidays. A floating holiday will provide employees a paid leave day taken at a time chosen by the employee, subject to supervisory approval consistent with other types of leave.

#### III. POLICY

This policy applies to full time permanent merit system (or merit equivalent) employees, exclusive of casual, seasonal employees. Beginning each calendar year, employees on payroll as of December 31<sup>st</sup> shall receive two paid floating holidays that must be taken within the calendar year. Employees who work a 37.5 hour schedule shall be entitled to 7.5 hours for each floating holiday. For permanent part time employees the floating holiday shall be prorated based on the percent of full-time hours.

Employees hired on or after January 1 shall receive the following number of floating holidays based on their hire date:

<b>Hire Date</b>	<b># of Floating Holidays employees will be entitled to for the remainder of the calendar year*</b>
January 1 – April 30	2 floating holidays for the remainder of the calendar year
May 1 – August 31	1 floating holiday for the remainder of the calendar year
September 1 – December 31	0 floating holidays
*Employees shall automatically be entitled to two floating holidays on January 1 following their hire date.	

1. Floating holidays are available only to full time and permanent part time employees in leave eligible positions. Casual/seasonal employees are not eligible.
2. Floating holidays for permanent part time employees shall be pro-rated based on their percent of full-time hours.
3. Floating holidays, as with any other type leave, are subject to prior approval by the supervisor and requests shall be in accordance with existing Divisional leave policies.
4. Floating holidays shall be taken in full day increments, and shall not be approved for increments of less than one full day.
5. Employees shall not be compensated for any unused floating holidays when separating from employment.
6. Unused floating holidays will not carry forward from one calendar year to the next. There are no exceptions to this rule.
7. Merit Rule 4.14, Compensation for Holidays, does not apply to floating holidays.
8. Floating holidays used to supplement short-term disability or worker's compensation will apply in whole day increments with no residual.
9. Floating holidays may not be donated to another state employee.
10. Floating holidays are paid at straight time.

This policy is not intended to create any individual right or cause of action not already existing and recognized under state or federal law.