

POLICY: # 308	SUBJECT: Floating Holidays
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APPROVED BY: Josette Manning, Cabinet Secretary	

Delaware Children's Department

I. PURPOSE

The purpose of this policy is to establish consistent practices across the Delaware Children's Department with the implementation of floating holidays. A floating holiday provides employees a paid leave day at a time chosen by the employee, subject to supervisory approval consistent with other types of leave.

II. POLICY

This policy applies to full time permanent merit system (or merit system equivalent) employees, exclusive of casual, seasonal employees.

III. PROCEDURES

- A. Floating holidays are available only to full time and permanent part time employees in leave eligible positions. Casual/seasonal employees are not eligible for floating holidays.
 - i. Floating holidays, as with any other type of leave are subject to prior approval by the supervisor and requests shall be in accordance with existing Divisional leave policies.
 - ii. Floating holidays must be taken in full day increments and shall not be approved for increments of less than one full day. Floating holidays used to supplement short-term disability or worker's compensation will apply in whole day increments with no residual.
 - iii. Employees shall not be compensated for any unused floating holidays when separating from employment.
 - iv. Floating holidays for permanent part time employees shall be pro-rated based on their percent of full-time hours.
 - v. Unused floating holidays will not carry forward from one calendar year to the next. There are no exceptions to this rule.
 - vi. Merit Rule 4.14, Compensation for Holidays, does not apply to floating holidays.
 - vii. Floating holidays may not be donated to another state employee.
 - viii. Floating holidays are paid at straight time
- B. Beginning each calendar year, employees on payroll as of December 31 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 pro-rated based on the percent of the full time hours.
 - i. Employees hired on or after January 1 shall receive the following number of floating holidays based on their hire date:
 - a. Employees hired between January 1 and April 30th will be entitled to 2 floating holidays for the remainder of the calendar year

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- b. Employees hired between May 1 and August 31 will be entitled to 1 floating holiday for the remainder of the calendar year
- c. Employees hired between September 1 and December 31 are not eligible for any floating holidays for the remainder of the calendar year.

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

IV. RESPONSIBILITY FOR THIS POLICY

Human Resources is responsible for guidance regarding this policy.