

# FLOATING HOLIDAY



In addition to the 11 paid holidays the company currently offers, effective January 1, 2017, all employees will receive one (1) “Floating Holiday” per year to be used at their discretion with manager approval. This day must be used in a full eight (8) hour increment for full time employees. Part time regular employees will receive one (1) four hour floating holiday per year.

- Employees hired in the first three (3) quarters of the calendar year will receive the floating holiday for that calendar year. Employees hired October 1 or later will receive their first floating holiday the following January 1.
- Employee must request the time off through Worday and it must be approved by their manager. Time off must work around department needs.
- Employees are encouraged to use their floating holiday each calendar year. The maximum number of floating holidays employees may accrue is two (2), and an employee will not accrue additional floating holidays while he or she is at maximum floating holiday accrual. For example, John Smith receives one (1) floating holiday on January 1<sup>st</sup> of Year One. John does not use his floating holiday during Year One. On January 1<sup>st</sup> of Year Two, John receives an additional floating holiday and reaches his maximum accrual of two (2) floating holidays. John does not use either of his floating holidays during Year Two. On January 1<sup>st</sup> of Year Three, John does not receive an additional floating holiday because he is at his maximum accrual. He will not receive a floating holiday in Year Three unless he uses one in Year Three and therefore falls below the maximum accrual. In this scenario, when John uses one or both of his accrued floating holidays in Year Three, he would then receive the Year Three floating holiday to which he is entitled;
- Accrued floating holidays that have not been used will be paid at the employee’s final rate of pay at the time of resignation or termination. Employees who have exhausted sick time must apply floating holidays to absences, unless the law or this Handbook states otherwise.