

Floating Holiday Policy Guidance*

Eligibility

1. Beginning July 1, 2023, each employee shall receive one floating holiday per calendar year.
 - a. An employee is eligible for and may use a floating holiday immediately upon hire.
 - b. Student interns and short-term workers are not eligible for a floating holiday.

Hours Requirements

1. A floating holiday shall not exceed eight hours per calendar year.
 - a. A full-time employee shall receive eight hours of floating holiday.
 - b. A part-time employee shall receive prorated floating holiday hours based on the employee's schedule during the work week in which the employee uses the floating holiday.

Availability

1. A floating holiday provides an employee with one annual scheduled day off with pay per calendar year. As such, an employee's ability to use floating holiday hours is limited to one scheduled day per calendar year. An employee may not divide floating holiday hours across multiple days.
2. An employee who works in two or more positions at the same or different agencies shall receive one annual floating holiday regardless of the number of positions.
 - a. The employee shall use the floating holiday with the position that provides the most hours of holiday benefit to the employee or another position at the employee's discretion; or
 - b. The employee may use floating holiday hours in multiple positions if the hours are used on the same scheduled day and the total hours used does not exceed eight hours.

Work Prohibition and Leave Use Requirements

1. An employee shall not perform work, record time worked, receive holiday pay, or bank holiday hours on a scheduled floating holiday.
 - a. If an employee works on a day originally scheduled as a floating holiday, the day reverts to a regularly scheduled working day. The employee and agency management shall reschedule the floating holiday for another date.
 - b. An employee may use accrued annual or compensatory leave on a floating holiday if leave use is needed to maintain the employee's regular schedule.

Request Process

1. An employee must schedule a floating holiday according to request procedures established by agency management.
 - a. Agency management must allow an employee ample opportunity to take a floating holiday before the end of each calendar year.
 - b. Agency management may deny an employee's floating holiday request to meet workload deadlines, maintain required staffing levels, maintain an employee's regular hours per workweek, or avoid accrual of overtime or compensatory time. Agency

management must provide an employee with a reason for the denial and provide the employee ample opportunity to take a floating holiday before the end of the calendar year.

Special Situations

1. If an employee terminates employment after using a floating holiday and is subsequently re-hired in the same calendar year, the employee shall not receive an additional floating holiday in that same year.
2. If a part-time employee uses a floating holiday and subsequently becomes a full-time employee in the same calendar year, the employee shall not receive additional floating holiday hours in that same year.

Payout and Rollover Prohibitions

1. Unused floating holidays expire at the end of each calendar year. Floating holidays do not roll-over or accrue. Floating holidays shall not be cashed or paid out to an employee at any time.

**State HR is currently reviewing and updating the state [Holiday Policy](#). Floating holiday policy requirements will be incorporated into the Holiday Policy.*