

From: *K.M. Turner ops*, K.M. Turner, Executive Director of Operations
To: All Campus Employees

Subj: FLOATING HOLIDAY PROCEDURE
Ref: (a) HB 13, 2023

Eligibility

1. Beginning September 25, 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. Adjunct instructors, student interns and short-term workers (those hired to work less than three consecutive months-89 days) are ineligible 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. The floating holiday benefit is an average of the employee's hours regularly scheduled to work. If the pay period in which the holiday falls is not characteristic of the employee's regular schedule, the number of hours in a pay status divided by the number of work days in the two previous pay periods shall be used to determine the holiday benefit.

Availability

1. A floating holiday provides an employee with one annual scheduled day off with pay per calendar year. Thereby, an employee's ability to use floating holiday hours is limited to one scheduled day per calendar year. Floating holiday hours cannot be divided across multiple days.
2. An employee who works in two or more positions at the same or different departments 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.
3. All employees must request a floating holiday in writing and in advance to their supervisor. Employees must schedule the time off in collaboration with their supervisor and according to department procedures.

Faculty Usage

1. Academic department heads must ensure that use of the floating holiday by instructors does not disrupt the educational experience of students.
2. A Floating holiday may be used on instructional or non-instructional days during the contract period.
3. Academic Instructors must request a floating holiday in writing and in advance to their supervisor per the procedures below.

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 supervisor 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 in writing and in advance to their supervisor. Employees must schedule the time off in collaboration with their supervisor/Academic department head in accordance with department procedures.
 - a. Managers must allow an employee ample opportunity to take a floating holiday before the end of each calendar year.
 - b. A supervisor 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. Managers 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 rehired 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 rollover or accrue. Floating holidays shall not be cashed or paid out to an employee at any time.

If you have specific questions about the implementation of the floating holiday, please contact HR by email at: HCHumanResources@helenacollege.edu

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