

Floating Holidays

All regular, benefit-eligible employees are eligible to receive up to 3 floating holidays per year.

See the following chart for information on floating holidays eligibility and balances:

Floating Holidays Eligibility and Maximums by Employee Group	Accrual Rate	Total Floating Holidays annual accrual for Full-Time employee	Maximum Balances for Full-time employee	Maximum Negative Balance Allowed for Full-time employee
Bi-Weekly (Non-Exempt, Non-Union)				
	.0385 per hour paid	3 days	48 hours (6 days)	12 hours (1.5 days)
Monthly (Exempt)				
	.25 days per month	3 days	6 days	1.5 days

Floating holidays are accrued at the end of each pay period based on the employee's current accrual rate, the number of worked (excluding over-time) and/or the employee's budgeted FTE.

Staff working less than 12 months must use their floating holidays during their paid employment period. Staff positions are budgeted for the appointment period only and therefore there are no funds available for paid leaves outside of the appointment period.

When an employee reaches the maximum balance, their accruals will cease until their balance drops below the maximum. Carry-over maximums are equal to maximum balances.

Bi-weekly employees must record their floating holidays utilization in 15 minute increments on their web-time entry electronic timesheet.

Monthly employees must electronically record utilization of floating holidays on the HUB. The Fair Labor Standards Act requires exempt leave reporting in no less than half-day increments. Timely reporting of exempt leaves is encouraged, and adjustment to leave balances will not be made due to late reporting.

The purpose for allowing employees to use accruals before they are earned (negative balance) is in response to the cyclical work of many offices around campus that may dictate when an employee can schedule time off. It is not the College's intent for employees to carry a negative balance for an extended period of time, and like other aspects of the floating holidays policy, supervisor approval is required before an employee can use unearned time off.

At separation, accrued floating holidays balances will be paid out to the employee. Any negative floating holidays balance will be deducted from the employee's final pay check.