

Floating Holiday Policy

This Floating Holiday Policy is intended to provide employees with additional paid time off (PTO) beyond the [Company Name] (the Company) PTO policy, allowing employees more flexibility to take time off for special occasions.

Eligibility

All full-time employees receive [one (1)] floating holiday per calendar year; or a total of [eight (8)] PTO hours. A full-time employee is defined as one that is either salaried or hourly and works a minimum of [32] hours per week.

All part-time employees will receive [one-half (½)] floating holiday per calendar year; or a total of [four (4)] PTO hours. A part-time employee is defined as one that is either salaried or hourly and works less than [32] hours per week.

[Use this clause if you are offering more than 1 floating holiday per year] No more than [x] floating holidays can be used on consecutive days.

Approved Use

A floating holiday may be used for any of the following (but not limited to) reasons during which the Company remains open for business:

- Religious holiday or observance
- Cultural holiday or observance
- State or federal holidays
- Employee birthday

Limitations

A floating holiday must only be used for the actual holiday or day of observance. PTO must be requested for any other days surrounding the holiday. The only exception is if using a floating holiday for a birthday, it must be used within 5 business days of the actual date.

Additionally, floating holidays are not carried over from year to year or eligible for payout if unused [\[check state law — some states require payout for unused time\]](#). They refresh every January 1 for all current employees. For employees who start at any point during the year, their floating holidays will be prorated based on their start date with the Company.

Request & Approval

Floating holidays must be requested, scheduled, and approved in advance as described in the Company's PTO policy. A request does not guarantee approval, as the Company must weigh many factors when determining whether to grant a request for a floating holiday, such as eligibility schedule availability, and more.