

Approved: 11/14/2022

## 461 ~~FLOATING~~ HOLIDAY LEAVE

### PURPOSE

The purpose of this policy is for Crosslake Community Schools (CCS) to offer ~~three floating paid~~ holidays ~~leave~~ for non-exempt hourly staff ~~contracted for 176 days or less~~.

### GENERAL STATEMENT OF POLICY

- A. The ~~three floating~~ holidays will be paid at regular rate and FTE per year.
- B. These ~~floating~~ holidays will be in addition to CCS' regular paid time off per reference in Staff Handbook.
- C. The ~~following~~ following are CCS approved ~~floating~~ holidays ~~may be used~~:
  - 1. Labor Day
  - 2. Thanksgiving
  - 3. Day after Thanksgiving
  - 4. Christmas Day
  - 5. Christmas
  - 6. New Year's Eve
  - 7. New Year's Day
  - 8. Martin Luther King Day
  - 9. Memorial Day
- D. ~~Floating h~~ Paid holidays are available at the beginning of each school calendar year for all current employees.
- E. ~~A new employee hired before December 31st will receive three floating holidays upon hire.~~
- F. ~~A new employee hired after January 1st will receive two floating holidays upon hire.~~
- G. ~~Floating h~~ Paid holidays will not be carried over to the next school calendar year nor may they be cashed out if not taken or paid upon termination of employment.
- H. ~~Employees must specify the floating holiday(s). The request must be scheduled and approved in advance by CCS' immediate supervisor.~~
- I. ~~Employees must use the standard hourly staff PTO form to request the floating holiday.~~

Policy 461 Floating Holiday Leave is also found in the Staff Handbook.