

Approved:

461 FLOATING HOLIDAY LEAVE

PURPOSE

The purpose of this policy is for Crosslake Community Schools (CCS) to offer three floating holidays 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 approved floating holidays may be used:
 - 1. Thanksgiving
 - 2. Day after Thanksgiving
 - 3. Christmas Day
 - 4. Christmas
 - 5. New Year's Eve
 - 6. New Year's Day
 - 7. Martin Luther King Day
 - 8. Memorial Day
- D. Floating 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 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.