

Definition of Floating Holiday

A floating holiday is a benefit ROP provides eligible 12-month employees, allowing them to take paid time off for cultural or religious observances, family events or celebrations, personal wellness, professional growth activities, community activism or service, special occasions, or to extend time taken off based upon standard holidays and pre-approved vacation days. Floating holidays promote work-life balance, inclusivity, and respect for employees' diverse needs and backgrounds.

Eligibility

All full-time, 12-month employees of the ROP shall be eligible to utilize the floating holiday benefit, provided they have completed at least six months of continuous service.

Allocation and Accrual

Each eligible 12-month employee shall be allocated one floating holiday at the beginning of each fiscal year (July 1st). Floating holidays do not accrue from year to year, and unused floating holidays cannot be carried over.

Requesting and Using Floating Holidays

Eligible employees must submit their personal floating holiday request to their supervisor, preferably at least two weeks before the desired date. Supervisors shall review and then approve or deny such requests based on the organization's operational needs and staffing requirements. Thus, such requests with less than two weeks' notice may be denied, especially if disruptions to the workplace cannot be minimized. Employees shall receive a response to their floating holiday request within five (5) business days.

If two (2) or more employees in the same department request the same date for a Floating Holiday, the supervisor shall consider requests in the order received.

Floating holidays must be taken in full-day increments. The use of floating holidays should be scheduled to minimize disruption to the workplace and cannot be used during peak operational periods, as determined by the supervisor or Superintendent.

Floating holidays do not carry over to the next fiscal year, nor are paid out upon termination. Unused floating holidays will be forfeited.

This administrative regulation is effective as of December 11, 2023, and supersedes any prior policies or regulations for floating holidays for eligible 12-month employees. The ROP reserves the right to modify or amend this policy as needed. Employees are encouraged to direct questions or concerns to the Human Resources Department for clarification or guidance.