

2B-8 FLOATING HOLIDAY

The purpose of this policy is to provide all full-time employees with flexibility in observing birthdays or personal observations that are not currently included in the County's current regular holiday schedule. Effective January 1, 2026, all full-time employees are eligible to use one (1) floating holiday per calendar year, given on January 1 of each year. All new hires hired after January 1, will receive the floating holiday upon hire. Floating Holidays must be used within the same calendar year and cannot be carried over to the following year. Unused floating holidays will not be paid out upon separation from the county.

Eligible employees may use the floating holiday at any time during the year, subject to approval from their elected official or department head with a thirty (30) day advanced notice. Elected officials and department heads retain the right to deny the request for the floating holiday if there is a legitimate business need but must allow the employee to take it at another time within the year.

Eligible employees must record the floating holiday through TimeClock Plus.