



## **Floating Holiday Guidance**

### Eligibility

- Beginning September 25, 2023, each eligible employee shall receive one floating holiday per calendar year.
- The floating holiday is available to eligible employees immediately upon hire.
- Student employees, graduate students, and short-term workers are not eligible for a floating holiday.

### Hours Requirements

- A full-time employee shall receive eight (8) hours of floating holiday.
- A part-time employee shall receive prorated floating holiday hours based on FTE.
- A floating holiday shall not exceed eight hours per calendar year, prorated based on FTE.

### Availability

- A floating holiday provides an employee with one scheduled day off with pay per calendar year.
- An employee's ability to use the floating holiday is limited to one scheduled day per calendar year.
- Employees must use all of their floating holiday hours on one day. An employee may not divide floating holiday hours across multiple days or use less than the full floating holiday earned.
- An employee who works in two or more positions at the same or different agencies shall receive one annual floating holiday based on their primary position, regardless of the number of positions held.

### Work and Leave Use Requirements

- An employee shall not perform work, record time worked, receive holiday pay, or bank holiday hours on a scheduled floating holiday.
- If an employee works on a day originally scheduled as a floating holiday, the day reverts to a regularly scheduled working day. The employee and supervisor shall reschedule the floating holiday for another date.
- Except academic year faculty, employees must record use of the floating holiday on their timesheet in the MSU time entry system, MyInfo. No more hours may be recorded than employee is eligible for.
- Academic year faculty will work with their supervisor to ensure Payroll is notified of their usage of the floating holiday.
- Employees are not allowed to use a floating holiday for Convocation or Graduation.

### Faculty Usage

- Academic department heads must ensure that use of the floating holiday by faculty or staff in a college would not disrupt the educational experience of students. For example, the use of a floating holiday cannot result in the cancellation of a class, office hours, lab, or studio sessions, advising, supervision of graduate students or any other instructional time.
- Fiscal year faculty must also ensure there is no interruption to instructional time but may use the floating holiday using the request process described below.

### Request Process

- Employees must request a floating holiday in writing and in advance to their supervisor. Employees must schedule the time off in collaboration with their supervisor and according to department procedures.
- A supervisor may deny an employee's floating holiday request to meet workload deadlines, maintain required staffing levels, maintain an employee's regular hours per workweek, avoid disruption of instruction or education, avoid accrual of overtime or compensatory time, or other business reasons.

### Special Situations

- If an employee terminates employment after using a floating holiday and is subsequently rehired in the same calendar year, the employee shall not receive an additional floating holiday in that same calendar year.
- If a part-time employee uses a floating holiday and subsequently becomes a full-time employee in the same calendar year, the employee shall not receive additional floating holiday hours in that same year.

### Payout and Rollover Prohibitions

- Unused floating holidays expire at the end of each calendar year.
- Floating holidays do not roll-over or accrue after December 31 of each calendar year.
- Floating holiday is not compensable. Floating holidays shall not be cashed or paid out to an employee at any time.