

## **2006- 2007 GRADUATE & PROFESSIONAL STUDIES FLOATING HOLIDAY PROCEDURES**

Since the Graduate & Professional Studies campuses remain open on some of the holidays scheduled for the Rindge Campus, effective with the Academic Year 2006-2007, Graduate & Professional Studies will receive a combination of 12 scheduled holidays and 5 floating holidays.

1. Floating holidays will be "earned" based on the holiday schedule for the Rindge Campus. You can access this calendar on the HR intranet site at:  
[http://eraven.fpc.edu/s/dept/hr/Faculty\\_and\\_Staff/Benefits/TimeOff/Holiday\\_Schedule/Holiday\\_Schedule.htm](http://eraven.fpc.edu/s/dept/hr/Faculty_and_Staff/Benefits/TimeOff/Holiday_Schedule/Holiday_Schedule.htm)
2. After a floating holiday has been "earned", it may be taken at any time during the remainder of the Academic Year (September 1st through August 31st). Any floating holidays remaining on August 31st will be forfeited.

As an example, December 22, 2006 is a scheduled holiday in Rindge and a floating holiday for GPS. Therefore, GPS staff that work on December 22, 2006, will earn one floating holiday that can be used any time between December 22, 2006 and August 31, 2007.

3. Floating holidays must be scheduled in advance and approved by the supervisor.
4. Each Professional Studies Campus Director and the Dean of Graduate & Professional Studies will be responsible for the tracking their employees floating holiday usage.
5. When an employee uses a floating holiday, the Floating Holiday Usage Report must be completed and forwarded to the Human Resources Department. The Floating Holiday Usage Report (2<sup>nd</sup> page of the Floating Holiday Procedures) can be accessed on the HR intranet site at:  
[http://eraven.fpc.edu/s/dept/hr/Faculty\\_and\\_Staff/Benefits/TimeOff/TimeOff.htm](http://eraven.fpc.edu/s/dept/hr/Faculty_and_Staff/Benefits/TimeOff/TimeOff.htm)
6. A copy of the form should be sent to the Dean of Graduate & Professional Studies Office in Rindge.
7. Floating holidays should be designated on the bi-weekly timecards as 'FH'.
8. When an employee terminates they will be paid for any floating holidays earned but not yet taken during that Academic Year. Floating Holidays will be paid as 8 hours.
9. The Director will be responsible for certifying the number of floating holiday hours to be paid to a terminating employee via a memo or e-mail to Human Resources in the appropriate amount of time for it to be included in that employees final pay check.

If you should have any questions regarding the Floating Holiday Policy, please do not hesitate to contact the Human Resources Department at x4075.

## 2006-2007 G&PS FLOATING HOLIDAY USAGE REPORT

NAME: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

HOLIDAY	DATE EARNED	DATE USED
Day Before Christmas	December 22, 2006	
Martin Luther King Day	January 15, 2007	
President's Day	February 19, 2007	
Spring Break Day	March 23, 2007	

This form should be forwarded to Human Resources. A copy should also be forwarded to the Dean of Graduate & Professional Studies Office in Rindge.