

Section: LEAVE
Subject: Floating Holidays (Iowa Employment Solutions @ DMACC only)
Procedure: HR 3737

I. Institutional Regulations

Regular Iowa Employment Solutions @ DMACC (IES) employees shall be eligible for Floating Holidays in lieu of those Board-approved holidays and college closed days occurring during winter break when IES offices are open and they are required to be at work.

II. Procedure

A. Floating Holiday Leave Accrual

1. Regular full-time IES employees shall accrue two Floating Holidays in lieu of the two Board approved holidays scheduled during winter break. In addition, they shall accrue floating holidays in lieu of any college closed days scheduled between the Christmas holiday and New Year's Day and listed on the official College calendar. Generally, the number of College closed days will be two or three days each fiscal year.
2. Regular part-time IES employees shall be granted Floating Holidays as follows:
 - a. IES Administrative Support – Based on their FTE and then rounded to the nearest hour
 - b. IES Administrative/Professional – Based on their FTE and then rounded to the nearest whole or half day.
3. IES employees shall be eligible for their full allotment of Floating Holidays at the beginning of the fiscal year.
4. Employees hired on or after January 1 shall receive half of their regular annual allotment of Floating Holidays in their initial fiscal year of employment.
5. Floating Holidays are not cumulative and unused days may not be carried into the next fiscal year.

B. Floating Holiday Usage

1. One Floating Holiday shall be used on Veteran's Day in November when IES offices are closed and IES employees are not required to be at work.
2. IES Administrative Support employees may use the remaining Floating Holidays in one-hour increments. IES Administrative/Professional employees may only use the remaining Floating Holidays in half or full-day increments.
3. With the exception of Veteran's Day, IES Administrative Support employees may not use Floating Holidays until they have completed 90 calendar days of their probationary period.
4. Employees may use Floating Holidays only to the extent that they are available.

C. Floating Holidays Approval

1. An employee who wishes to use Floating Holidays shall request permission from the immediate supervisor as far in advance as possible. The employee shall request prior approval according to procedures established by the supervisor. Floating Holiday usage shall be reported on Employee Web,

2. A supervisor may verbally approve a Floating Holiday for an employee who calls in the day of the absence if there are extenuating circumstances. If the supervisor determines that the circumstances do not warrant an exception to receiving prior approval, the employee may be:
 - a. Directed to return to work;
 - b. Considered to be on an unauthorized absence;
 - c. Placed on nonpay status;
 - d. Subject to disciplinary action.

APPROVED:

Sandy Ingn

Executive Director, Human Resources

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