

## Floating Holiday Policy Template

This Floating Holiday Policy is intended to provide employees with additional paid time off (PTO) beyond [Company's] PTO policy, allowing employees more flexibility to take time off for special occasions. All full-time employees receive [x] floating holidays per calendar year. These floating holidays may be used for religious or cultural holidays, employee and immediate family member birthdays, and state or federal holidays during which [Company] remains open for business.

Floating holidays are not carried over from year to year or eligible for payout if unused **[check state law — some states require payout for unused time]**. They refresh every January 1 for all current employees. For employees who start at any point during the year, their floating holidays will be prorated based on their start date with [Company].

Floating holidays must be requested, scheduled, and approved in advance as described in [Company's] PTO policy. A request does not guarantee approval as [Company] must weigh many factors when determining whether to grant a request for a floating holiday. No more than [x] floating holidays can be used on consecutive days, and a floating holiday must only be used for the actual holiday, family event, or day connected to a holiday. PTO must be requested for any other days surrounding the holiday.