

**Oshkosh Public Library**  
**Proposed Personnel Policy Revision**  
**Section 208 - HOLIDAYS**  
**August 25, 2022**

**REASON FOR REVISION**

Clarify that Floating Holidays are credited and must be used during the same calendar year. Revise reference to proration method to reflect that it was moved to Section 200 (1) Fringe Benefits, approved at the June 30, 2022 Library Board meeting.

**REVISED POLICY**

**208 HOLIDAYS**

6. Floating Holidays – Floating holidays are paid leave days that may be taken when the employee chooses, subject to scheduling needs and with advance approval by the employee’s supervisor.

Floating holiday leave hours shall be credited for employee use at the beginning of the calendar year. They must be used by the end of the calendar year in which they were credited.

Regular full-time employees shall be granted five floating holidays (40 hours) per year. Regular part-time employees shall be granted a number of floating holiday hours calculated using the proration method in Section 200(1) Fringe Benefits – Proration Method.

No roll over from year to year shall be made to employees for floating holidays not used.

[Section 208 revised 25 August 2022]

**MARK-UP OF REVISIONS TO CURRENT POLICY**

**208 HOLIDAYS**

6. Floating Holidays – Floating holidays are paid leave days that may be taken when the employee chooses, subject to scheduling needs and with advance approval by the employee’s supervisor.

Floating holiday leave hours shall be credited for employee use at the beginning of the calendar year, ~~which shall be the same as the calendar year for vacation leave [see Section 221(1) Vacation].~~ They must be used by the end of the calendar year in which they were credited.

Regular full-time employees shall be granted five floating holidays (40 hours) per year. Regular part-time employees shall be granted a number of floating holiday hours calculated using the proration method in ~~Section 208 (2) above;~~ Section 200(1) Fringe

Benefits – Proration Method. ~~except using forty (40) hours instead of eight (8) hours in the calculation.~~

No roll over from year to year shall be made to employees for floating holidays not ~~taken~~ used.

[Section 208 revised ~~25 February 2021~~ 25 August 2022]