

Sample floating holiday policy

All exempt employees receive two floating holidays each year along with the [Company Name]'s paid time off. These floating holidays are to be used for religious, cultural, federal, state, or personal holidays (work anniversary, employee birthday, etc.) during which the company remains open.

Current employees and new employees joining [Company Name] mid-year can avail the floating holidays from 1st January. New employees hired before 1st July would receive two floating holidays upon hire, while those hired after 1st July would receive one floating holiday.

Employees must specify the event for which the floating holiday would be used and apply at least 5 days before the said event. The employee can apply for the leave using the time off management system, which will be sent to their reporting manager for approval.

Floating holidays will not be carried over to the next calendar year nor encashed upon termination.