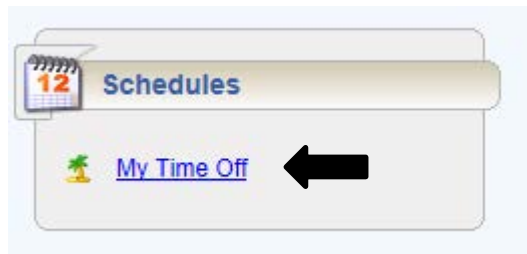


FLOATING HOLIDAY - PAGE 1

Notes:

Once the holiday passes, if you are eligible for the holiday, the hours will show up in your floating holiday bank. At that time, you may select those hours for your time off request. For example, if you get Veteran's Day as a floating holiday, you must wait until **AFTER** the Veteran's Day holiday passes in order to have those hours available under the "Floating Holiday" pay code.

1. From the Dashboard, click on the link in the Schedules frame for **My Time Off**.



2. Select **Create New Request**.
3. Click **Continue** on the right side of the screen (Time Off for Sick, Vacation and Other).

4. Select **Floating Holiday** from the pay code drop down. Select the date you wish to request for the floating holiday.



You must use the holiday in a full-day increment. The number of hours is standard weekly hours/5. (i.e. 8 hours for full-time)

The image shows a screenshot of a web form titled 'Create Time Off Request'. It has the following fields:

- Pay Code:** A dropdown menu with 'Floating Holiday' selected.
- Dates:** Two date pickers showing '12/02/2013' and 'To 12/02/2013'.
- Comments:** A text area containing 'Taking my Veteran's Day holiday'.
- Next:** A button with a right-pointing arrow and the text 'Next', which is circled in black.

5. Click **Next**.
6. The Request Details display. The hours will default, based upon your standard hours. Click **Submit**.

The image shows a screenshot of a web form titled 'Request Details'. It contains a table with the following data:

Action	Date	Pay Code	Hours
 	Mon 12/02/2013	Floating Holiday	8.0

 Below the table is a text area for 'Comments' containing 'Taking my Veteran's Day holiday'. At the bottom, there are two buttons: 'Back' and 'Submit'. The 'Submit' button, which has a green checkmark icon, is circled in black.