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)

5. Click Next.

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