



MEMORANDUM

TO: All Department of Administration Employees

FROM: Kelly Tshibaka, Commissioner

Handwritten signature of Kelly Tshibaka in black ink.

DATE: May 10, 2019

SUBJECT: DOA Floating Holiday Policy

Overview: Under guidance provided by [Alaska Administrative Manual, Section 280.070](#) concerning floating holidays, Department of Administration policy allows for employees to work State holidays and receive a leave credit of a single day for future use only if determined necessary because of the employee's workload and with written approval from their immediate supervisor or Division Director in advance of the holiday. The credited leave will reflect your regularly scheduled hours as defined by your unit's bargaining agreement (7/5, 8, etc.). If a part-time employee is approved to work a designated holiday, they will be credited with the number of hours for which they are generally scheduled to work. If in doubt, please check the [Collective Bargaining Agreements](#). (Note: pursuant to the Confidential Employees Unit bargaining agreement employees may not be directed to work the following holidays: New Year's Day, Independence Day, Thanksgiving Day and Christmas Day)

Request and Approval: Employees may request permission to work on a holiday by submitting a Floating Holiday Agreement form in advance to their immediate supervisor or, if the supervisor is unavailable, the Division Director. This form alerts payroll to credit a day of leave to the employees leave bank. The form is specific to the Employee's bargaining unit and can be found under "Floating Holiday Agreements" at <http://doa.alaska.gov/dop/resources/hrforms/>.

If a Division Director requests a floating holiday, they must submit their floating holiday agreement form to the Deputy Commissioner who oversees their division.

For all staff, the approved form and timesheet (if applicable) must be forwarded to the timekeeper to ensure the hours are applied to the leave bank.

To receive a full day of leave credit, the employee must work the full day. If the employee works only part of a State holiday, a leave slip must be submitted for the amount of time not worked. For example, if an employee whose schedule is 7.5 hours per day, works 4 hours on a holiday, a leave slip must be completed for 3.5 hours to account for the difference in leave added to their leave bank. If an employee whose schedule is 8 hours per day, works 4 hours on a holiday, a leave slip must be completed for 4.0 hours to account for the difference in leave added to their

leave bank. Employees may not bank more leave for a single holiday than their regular scheduled hours.

This policy applies to both bargaining and non-bargaining unit employees.