Floating Holiday Notification
for
Partially Exempt and Excluded Employees

The overtime exempt employees listed below were directed to work on the following holiday:

_____

In accordance with 2 AAC 07.810, the personal leave account of each employee listed will be credited with 7.5 hours of personal leave.

Employee	PCN	Title

_____ _____
Approving Authority Date

_____ _____
Department Division

Note: If the employee did not work a full 7.5 hours on the holiday the employee must submit a leave slip for the hours not worked.

Distribution: Division of Personnel & Labor Relations, Payroll Services