



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

info@southernshores-nc.gov

www.southernshores-nc.gov

Floating Holiday Policy

All regular full-time employees are eligible for time off with pay for one (1) floating holiday per calendar year. This floating holiday is in addition to the Town's regular paid holidays. The floating holiday may be used for religious or cultural holidays, employee's birthday or work anniversary, or other days in which the Town is open. The floating holiday must be approved in advance by the Department Head. The employee **MUST** be in a pay status (cannot be on any form of leave without pay) and must be taken on a regular scheduled workday and recorded on their timesheet as FH (floating holiday). A floating holiday is not compensable upon termination and cannot be transferred, banked or carried over to another calendar year. The floating holiday cannot be divided into hourly increments or half days and must be used in full on the day approved. The floating holiday will be forfeited if it is not used within the calendar year and in accordance with these guidelines.