



## **Agenda Item Summary Sheet**

**Date:** 11/12/24

**Item #:** 8

**Item Title:** Floating Holiday Policy

**Item Summary:** A floating holiday is a flexible day off work that can be taken when an employee chooses, typically in place of a traditional fixed holiday. Floating holidays are not tied to a specific date or event and can "float" to the date selected by the employee each year. Paid holidays are set days off recognized by the Town, allowing all employees to observe significant events together, like New Year's Day, Christmas and Thanksgiving. Floating holidays, in contrast, offer employees the flexibility to choose days off that align with their personal or cultural significance. Not all employees observe the same holidays. Floating holidays recognize this diversity and provide opportunities to celebrate cultural or religious events that are meaningful to each employee. Flexible paid leave policies in general can help employees feel more appreciated, engaged and satisfied in their jobs and contribute to an overall positive and dynamic workplace culture. Floating holidays demonstrate an organization's commitment to fostering a flexible, inclusive, and engaging workplace environment. These policies allow companies to cater to the diverse needs of their workforce, acknowledging that employees' personal lives are varied and important.

**Staff Recommendation and Requested Action:** Staff recommends and requests Town Council approval of the attached Floating Holiday Policy.

**Attachments:** Draft Floating Holiday Policy