



Non-Clinical Floating Holiday Policy

Overview

It is a policy of Adfinitas Health to offer three floating holidays to non-clinical full-time employees.

General Information

All full-time, non-clinical employees will receive three floating holidays per year in addition to paid time off and regular holidays. These floating holidays will allow employees to have additional paid leave to cover absences for personal reasons.

Timing

Employees will be awarded three floating holidays on January 1 each year. Employees hired after January 1 will be eligible for these days the following year.

Usage

Floating holidays may be used to cover full, or partial-day absences. They must be taken in the calendar year in which given. Under no circumstances will this day be carried over to the next calendar year, nor may it be cashed out if not taken, or paid upon termination of employment.

Authorization and Responsibility

Floating holidays must be scheduled and approved in advance by the employee's immediate supervisor.