



# FLOATING HOLIDAY REQUEST FORM

Current Fiscal Year: 20\_\_\_\_ to 20\_\_\_\_

FOR ALL 12 MONTH STAFF MEMBERS

In accordance with AR5380:

All regular twelve (12) month employees will be entitled to one (1) floating holiday to be used between July 1 and June 30. This day is not cumulative and must be used prior to June 30, of this school year. A request for use of the floating holiday will be made following the same process as a vacation day.

*Please note:*

All Floating Holiday requests **MUST** be in full day increments. Partial increments will not be allowed.

If you belong to the employee groups that record their absences through WinCap Web, this form is not necessary as you would utilize that feature for this request as well.

Employee Name:		Date of Request:	
Department:			
Day Requested: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			
Specific Date:			
Employee Signature:		Date:	
Supervisor Signature:		Date:	