

# APPENDIX P

## DELAWARE JUDICIAL BRANCH FLOATING HOLIDAY POLICY

January 1, 2011  
Updated May 24, 2023

### Purpose

The purpose of this policy is to establish a Judicial Branch-wide policy to administer floating holidays and to transition floating holidays from fiscal year to calendar year. The floating holiday policy provides employees a paid leave day taken at a time chosen by the employee and subject to approval consistent with the Judicial Branch Personnel Rules.

### Policy

Beginning January 1 of each calendar year, benefit eligible employees on the payroll as of December 31 of the previous calendar year shall receive 2 (two) paid floating holidays that must be taken within the current calendar year. Employees who work a 37.5 hour schedule shall be entitled to 7.5 hours for each floating holiday. For permanent part-time employees, the floating holidays shall be prorated based on the percent of full-time hours.

Employees hired on or after January 1 shall receive the following number of floating holidays based on their hire date.

Hire Date	Number of Floating Holidays employee shall be entitled to for the remainder of the calendar year*
January 1 – April 30	2 floating holidays for the remainder of the calendar year
May 1 – August 31	1 floating holiday for the remainder of the calendar year
September 1 – December 31	0 floating holidays
	*Employees shall automatically be entitled to two floating holidays on January 1 following their hire date.

1. Floating holidays are to be used in whole day increments.
2. Floating holidays are pro-rated for benefit-eligible, part-time employees.
3. Employees must submit a request in advance following the same procedures used for requesting annual leave.
4. Employees will not be paid for unused floating holidays when they separate from employment.
5. Unused floating holidays will not carry forward from one calendar year to the next. There are no exceptions to this rule.
6. Judicial Branch Personnel Rule 5.12 does not apply to floating holidays.
7. Floating holidays used to supplement short-term disability or worker's compensation will apply in whole day increments with no residual.
8. Floating holidays may not be donated to another employee.
9. Floating holidays are applied at straight time.

This policy is not intended to create any individual right or cause of action not already existing and recognized under state or federal law.