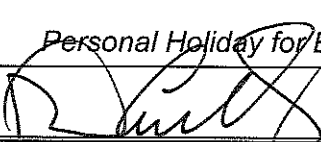




Department of Management Services
 Division of Human Resource Management

POLICY CLARIFICATION

STATUTORY/RULE REFERENCE NUMBER: <i>Section 110.117(3), Florida Statutes, Paid Holidays</i>	TRACKING NUMBER: <i>2006-#003</i>
SUBJECT: <i>Personal Holiday for Employees Hired After July 1</i>	
APPROVAL SIGNATURE: 	EFFECTIVE DATE: <i>December 6, 2006</i>

Issue:

To clarify if employees hired after July 1 (that is, after the start of the fiscal year) are entitled to take a personal holiday in the fiscal year in which they were appointed.

Background:

The current personnel rules of the State Personnel System are silent with respect to the "Personal Holiday" (see Chapter 60L-34, F.A.C.). Consequently, HRM relies solely on Section 110.117(3), F.S., for administering this benefit as follows:

Section 110.117, F.S., Paid holidays.

(3) Each full-time employee is entitled to one personal holiday each year. Each part-time employee is entitled to a personal holiday each year which shall be calculated proportionately to the personal holiday allowed to a full-time employee. Such personal holiday shall be credited to eligible employees on July 1 of each year to be taken prior to June 30 of the following year. Members of the teaching and research faculty of the State University System and administrative and professional positions exempted under S. 110.205(2)(d) are not eligible for this benefit.

In addition, the People First System currently facilitates granting/usage of a personal holiday for hires that occur throughout the fiscal year. (However, if an employee is transferring from another agency, it is currently necessary for the hiring agency to verify in the People First System and/or check with the exiting agency to determine whether the employee has already used a personal holiday for that fiscal year. If so, the employee's supervisor or timesheet liaison is responsible for ensuring the employee does not charge another personal holiday for the remainder of that same fiscal year).

Policy:

Employees hired on or after July 1 are entitled upon hire to take a personal holiday in the fiscal year in which they were appointed. As a result, employees would be granted one personal holiday each fiscal year including, the partial fiscal year in which they were initially hired.