

TITLE [POLICY NAME]	EMPLOYEE PAID HOLIDAYS		
POLICY #	HRB-207	POLICY ADOPTED DATE	4/28/23
POLICY VERSION #	1	DEPARTMENT NAME	HUMAN RESOURCES

1 PURPOSE

GoTriangle is committed to observing nationally recognized holidays and promoting diversity and inclusion to show respect for our employees' values and traditions. As such, employees are provided with paid time off for nationally recognized holidays, a paid day off for birthday, and an additional paid floating holiday as part of the employee benefits.

2 SCOPE

GoTriangle’s paid holiday benefits package includes eleven (11) days during the calendar year when administrative offices are closed and normal operations may be reduced or suspended. In addition to the 11 days, employees receive paid leave for their birthday and they get a floating holiday. This policy applies to all regular full-time employees. The holiday rate for full-time employees is 8 hours.

3 DEFINITIONS | ACRONYMS

HRB – Human Resources Benefits

Floating Holiday Leave (FHL) and Floating Birthday Leave (FBL) – Paid time off that allows an employee to take a day off work for a personal reason, a holiday of their choosing, or to celebrate their special day not covered by the organization’s standard holiday leave schedule.

4 POLICY IMPLEMENTATION

The following national holidays have been designated for observance. The schedule of actual dates is issued on a calendar year basis. Human Resources shall post or issue written notice to all employees of the holiday schedule.

Holidays	Number of Days
New Year’s Day	1
Martin Luther King, Jr.’s Birthday	1
Good Friday	1
Memorial Day	1
Juneteenth	1
Independence Day	1
Labor Day	1
Thanksgiving	2
Christmas (day before or day after as determined each year)	2

5 POLICY

- Regular full-time employees shall receive 11 paid holidays during the calendar year.
- In addition to the 11 nationally observed holidays, employees shall receive one (1) paid day off for their birthday and one (1) paid day off for a floating holiday. The total paid holidays for eligible employees is 13.

TITLE [POLICY NAME]	EMPLOYEE PAID HOLIDAYS		
POLICY #	HRB-207	POLICY ADOPTED DATE	4/28/23
POLICY VERSION #	1	DEPARTMENT NAME	HUMAN RESOURCES

3. Regular full-time employees working a schedule that is fewer than 12 months shall only be eligible for the national holidays observed during the months scheduled to work.
4. Floating holiday leave or birthday leave not taken before December 31st of each calendar year shall be forfeited and cannot be accrued or cashed in during the calendar year.
5. Employees must submit a request for a floating holiday or birthday leave to their supervisor or manager in advance.
6. This policy shall be reviewed annually to ensure that it remains effective and relevant to the organization’s needs.

6 SUPPORTING DOCUMENTS

<http://intranet/docs/humanresources/geninfo/2023%20Holiday%20Schedule.pdf>

Replaces Policy # 207 – Employee Paid Holidays (Revised 2020)

7 CONTACTS FOR ADDITIONAL INFORMATION AND REPORTING

Contact the Policy Administrator, Policy Owner, Benefits and Rewards Manager at policy@gotriangle.org.



Charles Lattuca, President and Chief Executive Officer

April 28, 2023

Date of Approval