

# FLOATING HOLIDAY REQUEST FORM

**Instructions:** Employee must complete this form and submit to the Authorized Party/Support Manager for approval. The Authorized Party/Support Manager sends the completed form to Lifeworks via one of the following methods:

Fax: 651-454-2773

Email: Payroll@lifeworks.org

Mail: 2965 Lone Oak Dr., Suite 160, Eagan, MN 55121

EMPLOYEE INFORMATION	
EMPLOYEE NAME	EMPLOYEE ID #
PARTICIPANT NAME	DATE OF REQUEST
DATE/S OF REQUESTED FLOATING HOLIDAY	
DATE	
DATE	
SIGNATURES	
EMPLOYEE SIGNATURE	DATE
SUPPORT MANAGER SIGNATURE	DATE

## **FLOATING HOLIDAY POLICY**

- An Individual Provider (Employee) shall be paid 1.5 times their normal rate of pay for all hours worked on the two floating holidays beginning October 1<sup>st</sup>, 2021.
- Individual Providers (Employees) shall not exceed two (2) floating holidays each fiscal year of the agreement, October 1<sup>st</sup>, 2021-June 30<sup>th</sup>, 2022, and July 1<sup>st</sup>, 2022-June 30<sup>th</sup>, 2023.
- The employee must complete the Floating Holiday Request form and submit to the Authorized Party/Support Manager for approval and submission to Lifeworks at least two weeks before they intend to use the floating holiday.
- Requests will be processed with the next payroll run based on date of receipt.