

Floating Holiday Policy

The Brazoria County floating holiday policy grants one (1) paid day off per calendar year to all regular, full-time employees. This paid day off offers employees the flexibility to choose a day to celebrate a personal, cultural, or religious event, or to observe a state, federal, or historical holiday that falls on a regular workday when county offices are open.

The floating holiday will be allocated at the start of each calendar year to all full-time employees actively employed as of January 1st. This floating holiday will be equivalent to the employee's standard daily work schedule. Example, an 8-hour workday schedule is equal to one 8-hour floating holiday. A 10-hour workday schedule is equal to one 10-hour floating holiday. The floating holiday allocation will be provided to employees whose start date is after January 1st, effective upon their date of hire.

The floating holiday must be scheduled in advance and approved by the employee's supervisor prior to use. A request does not guarantee approval. The floating holiday may only be taken in full day increments.

The floating holiday will not be carried over to the next calendar year, nor may it be cashed out if not taken or paid upon termination of employment. The floating holiday may not be used as an employee's last day of employment.