


Greenville Technical College Administrative Policies

Policy Name:	Floating Holiday	Approved by President
Policy Number:	3-4.2	Date Established: 10/10/2014
Date Revised:		Date Removed:



Rationale and Purpose

To provide a flexible benefit for staff employees, who occupy state FTE positions, utilizing specific state observed holidays as designated by Greenville Technical College (GTC) as floating holidays.

Policy Statement

This policy references the designation, by the GTC President, of specific state observed holiday(s) as floating holidays for Greenville Technical College staff.

Scope

The floating holiday(s) is applicable to staff employees, who occupy state FTE positions, only.

Roles/Responsibilities

Employees must schedule, with their supervisor's approval, a specific day off – referred to as "Floating Holiday" – within the same calendar year as the designated holiday. This process must be completed utilizing the GTC online leave system. GTC will remain in compliance with State Tech procedures regarding holidays (8-3-108.1).

Non-Compliance

Failure to comply with/follow this policy will result in disciplinary action up to and including dismissal.

If Applicable:	
Procedures	
Forms	
Related Documents	Frequently Asked Questions LINK TO GTC HOLIDAY CALENDAR (on GTC4me – login required) https://gtc4me.gvltec.edu/employeeresources/hr/Pages/default.aspx
Associated SBTCE Policies & Procedures	https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/policies/8-3-108.pdf
Other Related Links (referenced above)	