

CEA Designation of Floating Holiday

Having agreed to the terms of Article 7.06, the holiday, observed on _____
will be considered a floating holiday for the following employee:

PCN: _____

Employee Name: _____

Classification: _____

Employee Signature: _____ Date: _____

Approved by Immediate Supervisor

_____ Date: _____

cc: Payroll services

Instructions: Employees should complete form and obtain approval and signature of supervisor prior to working any holiday. Submit completed form with timesheet during applicable pay period.