

Absences & Leaves

Floating Holidays

Classified employees represented by SEIU, classified management, and confidential employees accrue two floating holidays per year. Floating holidays must be taken during the year in which they are accrued. They may not be carried over to a subsequent year.

Note that certificated staff do *not* have floating holidays.

Requesting a floating holiday

To schedule a floating holiday, use our absence reporting system, Aesop, to submit your request at least one week before the day you want to take off. Floating holidays require prior approval by your supervisor, so please discuss your request before formally requesting the time off.

You can reach Aesop by calling 1 (800) 942-3767 or online at www.aesoponline.com.