

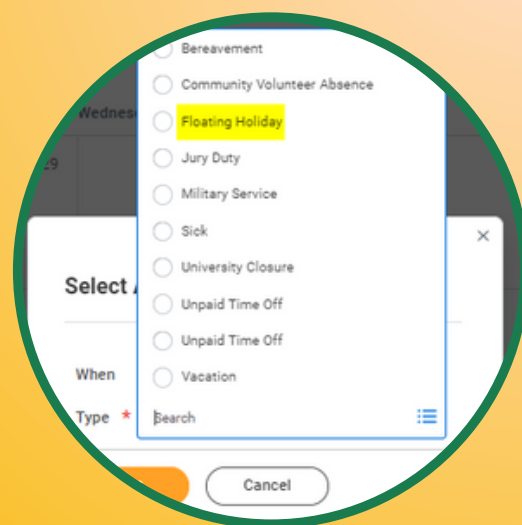
HOW TO ENTER: FLOATING HOLIDAY ABSENCE

The following guide displays the steps to complete a Floating Holiday absence request.

Note: All full-time employees of Saint Leo University are eligible for one Floating Holiday regardless if a holiday is worked. If an employee works a designated University holiday, a total of two Floating Holidays will be awarded. A maximum of two Floating Holidays are to be utilized per calendar year in full working day increments.

SELECTING AN ABSENCE

- Select the day from your absence calendar and "Floating Holiday" from the Absence Type drop down box.



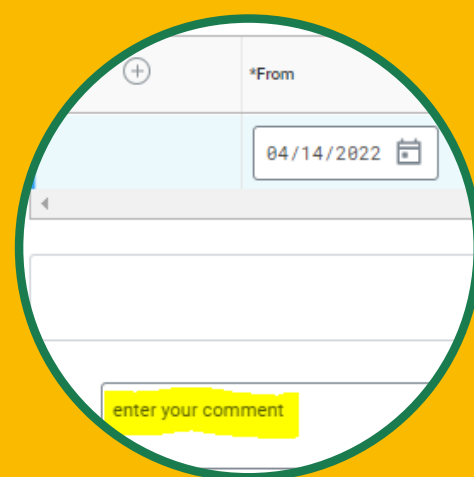
EDIT QUANTITY PER DAY

- Edit the quantity per day field. Hours are to be entered in no less than 8 hour increments.
- An alert will display. This is only for informational purposes regarding how the absence can be used. Click 'Done' after viewing.



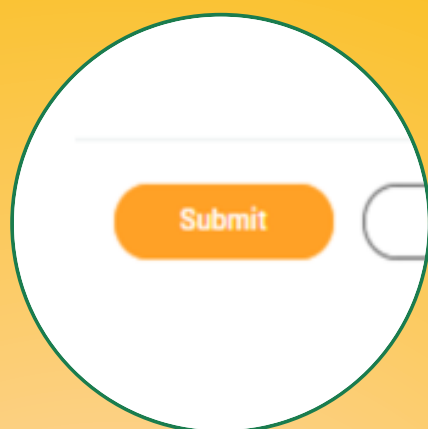
ENTER A COMMENT FOR THE ABSENCE

A comment is required *after* the hours quantity is entered for the absence. Please provide the date(s) for holiday(s) worked before submitting.



CLICK 'SUBMIT' TO COMPLETE YOUR ABSENCE REQUEST

- Click 'Submit' once, an alert will pop up, then click 'Submit' again.
- Next, your immediate manager will receive a message to approve.



Errors and Alerts Found ^
Alert - Type (Row 1 Column 4)
An employee who works during the holiday break is permitted to receive only two Floating holidays within the calendar year.

Questions? Please contact your Total Rewards Team in Human Resources.

Phone: Ext. 7377 or 8298

Email: Wellness.benefits@saintleo.edu