

# SOUTHWESTERN LAW SCHOOL

## L O S A N G E L E S

### Floating Holidays Policy

**Administrative policy approved June 8, 2022. Effective immediately.**

**Revision history: Revised March 1, 2023 to add part-time employees.**

**Related policies: Religious and Cultural Observances Policy; Religious Accommodation Policy for Employees and Job Applicants**

**Scheduled Review Date: June 2024 (Office of the President and Dean and Administrative Services Office)**

#### **A. Floating Holidays**

Non-faculty full-time and part-time employees may take up to two floating holidays each year. For full-time employees, these floating holidays are in addition to Southwestern Law School's regular paid holidays. For part-time employees, the floating holiday must fall on a regularly scheduled workday.

An employee who commences employment on or before June 30 may take up to two floating holidays each year; an employee hired after June 30 may take one floating holiday.

#### **B. Approved Use**

An employee may use a floating holiday only for the reasons listed below, with appropriate advance notice to and approval by their supervisor:

- a religious holiday or observance (e.g., Yom Kippur, Diwali, Eid al-Fitr, Epiphany, Good Friday);
- a cultural holiday or observance (e.g., Chinese/Lunar New Year, St. Patrick's Day, Armenian Genocide Remembrance Day);
- any [federal](#) or [California state](#) holiday during which Southwestern remains open (e.g., Cesar Chavez Day, Washington's Birthday);
- the employee's Southwestern employment anniversary; or
- the employee's birthday.

Except for the birthday category, an employee must use the floating holiday on the actual day of the holiday or observance. If the holiday, such as Lunar New Year, spans multiple days, the employee may pick any day within the holiday.

For a birthday, an employee may use a floating holiday within five business days of the actual birthday. In addition, if the birthday falls during Southwestern's winter break, the employee may take the holiday within two business days of the start or end of the break. For example, if winter break runs from December 17 through January 1, and the employee's birthday is December 21, the employee may take the floating holiday between December 15–16 or January 2–3.

### **C. Blackout Days and Undue Burden**

Absent extraordinary circumstances as determined by the President and Dean or Associate Dean of Operations and Risk Management, an employee may not use a floating holiday during the following days or periods:

- On the first day of the traditional semester (August/January); or
- During any site visit by an accreditor.

Southwestern also reserves the right to deny other requests if they would cause an undue burden on the academic program, departmental operations, or general school operations (e.g., final examination administration, deadline for the ABA annual questionnaire, granting the request would mean that all employees in the office are out on a particular day, etc.).

Individuals with religious-related work restrictions should use the school's religious accommodation process.

### **D. Request and Approval**

To request permission to use a floating holiday, an employee must email their supervisor and copy [hr@swlaw.edu](mailto:hr@swlaw.edu) with at least five business days' notice.

The employee's request must state they are seeking a floating holiday and must specify the exact date requested, the event, and the actual date of the event (e.g., Yom Kippur or the employee's Southwestern work anniversary). Except as explained in Section B for birthdays, the event date and the requested day off should match.

Once approved by the supervisor via email, the employee must then request the day off through the Infinity system.

If the supervisor denies the request for a floating holiday, the employee may appeal to the Associate Dean for Operations and Risk Management, whose decision will be final.

**E. No Carry Over, Cash Value, or Pay Out**

Floating holidays will not be carried over to the next calendar year, nor may they be paid upon termination of or separation from employment or cashed out if not taken.

**F. Additional Issues or Questions**

Please refer any issues or questions about floating holidays to [hr@swlaw.edu](mailto:hr@swlaw.edu).