

# FRIENDS AND FAMILY HOME CARE

**NEW**

## FLOATING HOLIDAY AUTHORIZATION

Effective October 1, 2021, all PCA's have two floating holidays to use each fiscal year. **PCA's can choose which holidays.** other than the 5 current holidays which are automatically paid if the pca works the holiday.

1st Fiscal Year from Oct 1, 2021 - June 30, 2022

2nd Fiscal Year from July 1, 2022 - June 30, 2023

### TO CHOOSE YOUR HOLIDAY

- 1. Turn in your request at least two weeks in advance of the holiday you have chosen.**
2. You must send in this form, signed by the client and yourself.
3. Enter the Holiday and date of the Holiday
4. You can use up to 8 hours if you work on the holiday

HOLIDAY REQUEST FOR:

\_\_\_\_\_  
Holiday

\_\_\_\_\_  
Date of Holiday

\_\_\_\_\_  
RP/Client's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PCA's Name - please print

\_\_\_\_\_  
Date

Current Holidays include:

New Years Day

Martin uther King Jr Day

Memorial Day

Laobr Day

Thanksgiving Day