

Introduction

As part of KidSafe Collaborative's diversity, equity, and inclusion work and our ongoing commitment to providing a supportive and inclusive work environment, we have worked to update our paid holiday policy. This update is not only to reflect current best practices, but also to align with our diversity, equity, and inclusion goals.

KidSafe Collaborative has conducted research, attended multiple trainings, and facilitated discussion with stakeholders in preparation for this update. We want to ensure that our policy is fair, equitable, and meets the needs of all employees. We believe creating a workplace culture that values and celebrates diversity is essential, and our updated policy is a step in that direction.

The organization understands that holidays are important to employees, and we want to ensure that our policy provides the necessary structure to allow staff to honor days of personal importance, rest, recharge, and spend time with loved ones.

KidSafe Collaborative believes that our updated policy balances the goals of employee wellbeing and organizational operation while also supporting our commitment to diversity, equity, and inclusion. Thank you for your understanding and support as we work together to create a workplace that is inclusive, supportive, and fair.

Paid Holidays

All staff will receive 10 floating holidays (ten 8-hour days, prorated based on FTE status) per year. These holidays can be used at the staff member's discretion, for example religious or cultural days of significance, staff member birthdays, or other state or federal holidays. KidSafe Collaborative understands that honoring important dates is highly individual and essential for staff wellbeing. We will not limit the definition of "holiday" for this policy.

Floating holidays are available for all current staff members at the beginning of each fiscal year. New staff members hired before the first half of the fiscal year (September 30) will receive ten floating holidays upon hire; new staff members hired during the second half will receive six floating holidays.

To use a floating holiday, requests must be made by staff and approved at least 2 weeks in advance by the staff member's supervisor. In consideration of employee requests, the supervisor will consider multiple factors including, but not limited to, staffing levels necessary for organization functioning, current organizational events and needs, and employee adherence to paid time off policies.

Floating holidays will not be carried over to the next fiscal year nor paid to the staff member upon termination of employment.