

Scheduling the floating day off

[Business](#), [Human Resources](#)



In cases where there are two or more employees who have selected a similar schedule to avail their floating holiday off, priority shall be given to the most senior employee. This can be remedied however by rescheduling the floating holiday of the junior employee/s.

Such, the management would like to ask each employee if they would like to migrate to the individualized scheduling of the floating holiday or continue the company-wide similar floating holiday schedule. We would get all your response before the month ends on November 30, 2011, so we can implement the change in the floating holiday off next year should the majority of the employees chose to change it.