

Flexible Observances Policy Template



Policy Type | In place of agency-wide observance of the standard federal holiday schedule, organizations allow each individual staff to self-select their holidays and/or observances.

Purpose | To ensure staff of all cultural, spiritual, and community backgrounds have equitable access to meaningful observances, rest, and connection to tradition.

Implementation | Organizations permit staff to self-select 11-12 designated observances for the upcoming calendar year with official notice by a predetermined date, such as December 31. Holidays are entered into staff's schedule and/or timesheets by supervisors.

Key Components :

- Each employee may choose up to **X days per year** as personal observances. These may include:
 - Tribal feast days
 - Powwows or seasonal ceremonies
 - Religious observances beyond federal holidays
 - Cultural New Year celebrations
 - Family or clan-specific events
 - National remembrance days
 - Employees submit dates in advance, but flexibility is honored for events that are scheduled by elders or community leaders on short notice
 - No staff member is required to disclose explanations, personal beliefs or cultural affiliation; identifying the dates is sufficient
 - Supervisors will ensure coverage and equity in scheduling.
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Policy Language Template & Example:

Text that is italicized and underlined denotes where an agency should insert their own language with their own processes

Observations and Holidays: *Organization name* provides *x number* paid days off for personal observations (commonly referred to as Holidays). To help create an inclusive and flexible environment, these dates are not defined by *Organization name*, rather, employees may self-select their own holidays, cultural observances, or community days that are personal or significant to them. Dates are selected annually and must be provided to the *chosen leadership, i.e. Executive Director, Team Supervisor, etc.* by *determined date* each year.

While staff are allowed to select their own dates each year, federal holidays are often observed by partners and include: New Years Day; Martin Luther King Jr. Day; President's Day; Juneteenth; US Independence Day; Labor Day; Indigenous Peoples Day; Thanksgiving; Christmas.