

Just a reminder that employees eligible to receive a floating holiday must use it on or before June 30, 2017 or the last day of their season, if seasonal. Please review your most recent leave balance to identify if you have a floating holiday to be used. You can review your leave balances on the Employee Self Service web site at www.state.mn.us/employee. Click on My Leave Activity.

I suggest that you meet with your supervisor now if you have not taken (or have not already scheduled to take) your floating holiday and schedule a date in the near future of when you will use it. Floating holidays must be used on or before June 30 or they are forfeited.

Supervisors

You can review leave and floating holiday balances on the Employee Self Service web site: www.state.mn.us/employee. Click Manager Tasks and then Employee Leave Balances.