



FY18 Floating Holidays

Salesforce provides four (4) floating holidays of your choice each fiscal year:

- Columbus Day- Monday, October 9
- Veteran’s Day- Friday, November 10
- Martin Luther King, Jr. Day- Monday, January 15 (2018)
- Your birthday
- Your anniversary with Salesforce
- Religious holidays

For new hires, the number of floating holidays you are eligible for is based on your hire date.

Hire Date	Eligible Floating Holidays
1 st Fiscal Quarter February – April	4 Days
2 nd Fiscal Quarter May – July	3 Days
3 rd Fiscal Quarter August – October	2 Days
4 th Fiscal Quarter November - January	1 Day

- Request for your Floating Holiday in Workday. Simply go to the Time Off worklet and select Request Time Off. After you submit your request, please follow up with your manager to approve the request before you take your time off. User guides: [Hourly](#) | [Salaried](#).
- Floating holidays will not rollover from one Fiscal year to another. Floating holidays are counted from a February 1st to January 31st Fiscal Calendar Cycle
- If your employment is terminated, you will not be paid for your unused floating holidays.
- You will not be eligible for holidays while you are on a leave of absence or receiving any disability compensation, such as State Disability Insurance or Workers' Compensation Insurance.

Although the company will make reasonable efforts to accommodate your request in the scheduling of floating holidays, all floater holidays will be scheduled subject to Company needs.