Floating Holiday - Exempt

- If you use the **Work Schedule** template, the **Election Day** holiday will default into your timecard like a regular holiday
- If you did not take the day off, remove the charged hours from the **Holiday** row for that day, before submitting your timecard
- If a Floating Holiday hits on a weekend, nothing defaults into the timecard
Floating Holiday – Non Exempt

- If you use the **Work Schedule** template, the **Election Day** holiday will default into your timecard like a regular holiday.
- If you did not take the day off, remove the charged hours from the **Holiday** row for that day, before submitting your timecard.
- If a Floating Holiday hits on a weekend, nothing defaults into the timecard.