

1 **5333 PERSONNEL**

2 Holidays

3 This policy pertains to Holidays, which are days the District is officially closed.

4 For any employees covered by a collective bargaining agreement or separate handbook, please refer to
5 the applicable document for a list of paid holidays determined outside of this policy.

6 All offices are closed on these days:

- 7 1. Presidents' Day
- 8 2. Independence Day
- 9 3. Labor Day
- 10 4. Thanksgiving Day and the Friday after
- 11 5. Christmas
- 12 a. Afternoon of Christmas Eve
- 13 b. Christmas Day
- 14 6. New Year's
- 15 a. Afternoon of New Year's Eve
- 16 b. New Year's Day
- 17 7. Good Friday
- 18 8. Memorial Day

19 In cases where one of the above holidays falls on Sunday, the following Monday shall be a holiday and
20 offices will be closed. In those cases where one of the above holidays falls on Saturday, the preceding
21 Friday shall be a holiday and offices will be closed.

22 For payroll purposes, the following holidays are paid to the applicable employee groups:

- 23 1. Presidents' Day – All 8 hour day employees & all Food Service employees
- 24 2. Independence Day – All employees scheduled to work (see page 2 lines 4 - 6)
- 25 3. Labor Day – All employees
- 26 4. Thanksgiving Day – All employees
- 27 5. Friday after Thanksgiving Day – All 8 hour day employees & all Food Service employees
- 28 6. Christmas Day – All employees
- 29 7. Christmas Eve .5 Day pm – 260 Day employees
- 30 8. New Year's Day – All employees
- 31 9. New Year's Eve .5 Day pm – 260 day employees
- 32 10. Good Friday – All 8 hour day employees & all Food Service employees
- 33 11. Memorial Day – All employees

34 For payroll purposes, in order to qualify for pay on a holiday, the employee must be scheduled to work
35 and on pay status the day before or the day after the holiday. (For example purposes only, an employee
36 hired on July 5 will not get the July 4th holiday pay.)

37 * Temporary employees shall not receive holiday pay. Part-time employees shall receive holiday pay on
38 a prorated basis and as applicable.

39 In those cases where an employee is required to work any of these holidays, another day shall be granted
40 in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's
41 regular rate of pay for all time worked on the holiday.

1 If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall
2 not be charged against the employee's annual leave.

3 Legal Reference:

4 § 20-1-305, MCA School holidays

5 Policy History:

6 Adopted on: July 1, 2000

7 Revised on: June 12, 2017

8 Reviewed on: May 30, 2018