

1 **Great Falls School District**

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3 **PERSONNEL**

5333  
Page 1 of 2

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5  
6 Holidays

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

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

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13 All offices are closed on these days:

- 14  
15 1. Presidents' Day  
16 2. Independence Day  
17 3. Labor Day  
18 4. Thanksgiving Day and the Friday after  
19 5. Christmas  
20 a. Afternoon of Christmas Eve  
21 b. Christmas Day  
22 6. New Year's  
23 a. Afternoon of New Year's Eve  
24 b. New Year's Day  
25 7. Good Friday  
26 8. Memorial Day

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

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

- 32  
33 1. Presidents' Day – All 8 hour day employees & all Food Service employees  
34 2. Independence Day – All employees scheduled to work (see page 2 lines 4 - 6)  
35 3. Labor Day – All employees  
36 4. Thanksgiving Day – All employees  
37 5. Friday after Thanksgiving Day – All 8 hour day employees & all Food Service  
38 employees  
39 6. Christmas Day – All employees  
40 7. Christmas Eve .5 Day pm – 260 Day employees  
41 8. New Year's Day – All employees  
42 9. New Year's Eve .5 Day pm – 260 day employees  
43 10. Good Friday – All 8 hour day employees & all Food Service employees  
44 11. Memorial Day – All employees

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

8 \* Temporary employees shall not receive holiday pay. Part-time employees shall receive  
9 holiday pay on a prorated basis and as applicable.

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

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

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19 Legal Reference: § 20-1-305, MCA School holidays

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Policy History:

Adopted on: July 1, 2000

Revised on: June 12, 2017