



Montana State University – Great Falls Policy and Procedure Manual

SUBJECT: 400 Human Resources

Policy 406.5 Holiday

Effective:

Revised:

In accordance with State of Montana policy, the College recognizes the following holidays:

1. New Year's Day - January 1
2. Martin Luther King Day - Third Monday in January
3. Presidents' Day Holiday - Third Monday in February
4. Memorial Day - Last Monday in May
5. Independence Day - July 4
6. Labor Day - First Monday in September
7. Veteran's Day - November 11
8. Thanksgiving Day - Fourth Thursday in November
9. Friday after Thanksgiving (In lieu of Columbus Day)
10. Christmas Day - December 25
11. State General Election Day on even numbered years

If one of the above holidays falls on a Saturday, the preceding Friday is observed. If the holiday falls on Sunday, the following Monday is observed. If a holiday occurs during an employee's vacation leave, that day is not deducted from vacation leave.

The Board of Regents of Higher Education may designate the following business days as holidays for employees in exchange for the same number of legal holidays enumerated above in accordance with Montana Code.

1. The Friday following Thanksgiving is designated a holiday for all Montana University System employees in exchange for Columbus Day.
2. The Commissioner of Higher Education may designate any of the following business days as holidays for all employees of a campus in exchange for the same number of legal holidays enumerated in [1-1-216, MCA](#);
 - a. if either holiday falls on Tuesday, or
 - b. the Friday after Christmas Day or New Year's Day if either holiday falls on Thursday.

Holiday Pay

Administrative and support staff in a paid status either the last regularly scheduled working day before or first regularly scheduled working day after a holiday is observed are eligible to receive holiday benefits. Eligible employees who are not required to work on an observed holiday receive a maximum of eight (8) hours regular pay for the holiday. When an employee is required to work on an observed holiday, the employee receives two and one-half (2-1/2) times the regular rate of pay.