

# FLATHEAD VALLEY COMMUNITY COLLEGE

## Policy Manual

### CHAPTER VI – HUMAN RESOURCES

#### SECTION 90: HOLIDAYS

Approved: November 23, 2015

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Holidays are a day during the normal work week, Monday through Friday, on which the College offices are closed. Full-time regular employees shall receive regular pay for all holidays and part-time regular employees shall receive holiday pay on a prorated basis. No employee is entitled to pay for any holiday which occurs when the employee is not regularly employed, e.g. not scheduled to work, seasonal layoffs or leaves without pay. Holidays are not eligible for termination payout.

#### I. COMPENSATION

Full-time and part-time regularly scheduled employees receive paid holiday leave or compensation if they are in an active pay status on either the last scheduled working day immediately preceding a holiday or on the first scheduled working day immediately after the holiday. If an employee fails to work either day without advance approval of the supervisor, the employee will forfeit holiday pay. A newly hired employee who begins work on the day after a holiday is not entitled to holiday pay. Employees may not designate a holiday as their final work day when terminating.

#### II. OBSERVATION

The following State of Montana legal holidays will be observed:

- New Year's Day – January 1
- Martin Luther King Jr. Day – Third Monday in January (This day may be exchanged for the Monday or Friday of Spring Break to accommodate scheduling needs of the college)
- President's Day – Third Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September
- Thanksgiving Day – Fourth Thursday in November
- Friday after Thanksgiving
- Christmas Day – December 25

Holidays that fall on a Sunday are observed on the following Monday and holidays falling on a Saturday are observed on the previous Friday. Christmas or New Year's Day will have alternative observance days as follows:

<b>Christmas/New Year's official holiday date</b>	<b>Observed on</b>
Saturday	Friday and Monday
Sunday	Friday and Monday
Monday	Monday and Tuesday
Tuesday	Monday and Tuesday
Wednesday	Wednesday, Thursday and Friday
Thursday	Thursday and Friday
Friday	Thursday and Friday

### III. FLOATING HOLIDAY TIME

Three floating holidays shall be granted each year to non-faculty staff members and shall be considered as an exchange for the Columbus Day Holiday, the Veteran's Day Holiday and the State General Election Day Holiday which were formerly observed by employees on specific days. Although the Montana State General Election Day occurs only on even numbered years, FVCC grants a floating holiday in lieu every year.

If an employee does not utilize the floating holidays within the fiscal year they were earned, they are lost and not eligible for payout. These three floating holidays will be used for time during the Winter Holiday Break to allow employees to enjoy an extended holiday schedule. Anyone wishing to make different arrangements must get approval from their supervisor and the Human Resources department prior to the holiday.

REFERENCE: 1-1-216; 2-18-603, M.C.A.