



Holiday Pay for CD Employees

Purpose:

This months training is to help answer questions regarding holiday pay for full time and part time employees of conservation districts. Conservation districts being a political subdivision of state government, are required to follow state law regarding holiday pay 1-1-216 & 2-18-603:

District Personnel Policy:

Each conservation districts should have a current updated Personnel Policy. Within that policy, it addresses how employees are to receive holiday pay.

Full-time employees:

It is the policy of the conservation districts, employees, as stated in MCA 1-1-216, shall be granted the following paid holidays:

- a) January 1 (New Year's Day)
- b) Third Monday in January (Martin Luther King Jr. Day)
- c) Third Monday in February (Presidents' Day)
- d) Last Monday in May (Memorial Day)
- e) July 4 (Independence Day)
- f) First Monday in September (Labor Day)
- g) Second Monday in October (Columbus Day)
- h) November 11 (Veterans' Day)
- i) Fourth Thursday in November (Thanksgiving Day)
- j) December 25 (Christmas)
- k) State General Election (congressional, gubernatorial or presidential elections)

If any holiday falls on a Sunday, the holiday is observed on the following Monday; if on a Saturday, the holiday is observed on the preceding Friday. A maximum of eight hours of holiday pay per holiday will be allowed.

Any full-time employee scheduled for a day off on a legal holiday shall be entitled to receive a day off in addition to the regular day off, either on the day following the holiday or as agreed to between the employee and the employer.

Example A: Joe works 40 hours a week (10 hours each day on Mondays thru Thursdays). A holiday falling on Monday will entitle Joe to 8 hours of holiday pay. However, there will be 2 hours that day that Joe will be short (since Joe works a 10 hour day). Joe can either take 2 hours of annual leave or make arrangements to work an additional 2 hours another time to bring his total to 40 hours for that week.

If one or more regular holidays fall in the period of an employee's annual vacation leave, or sick leave, the holiday will not be charged against the vacation or sick leave credits.

Permanent part-time employees:

Permanent part time employees are entitled to the prorated number of holiday hours for each day of paid holiday granted to the full-time employees of the conservation district.

Example B: Jane works 20 hours a week (4 hours/day). News Years Day falls on Tuesday. Jane would take the day off from work, and claim 4 hours of holiday pay for Tuesday on her time sheet.

Example C: Sandy works 24 hours a week (8 hours each day on Mondays, Tuesdays and Wednesdays). July 4th falls on a Thursday this year, so Sandy would be entitled to 4.8 hours of holiday pay. (24 hours work week divided by 40 hours per week, times 8 hours holiday) However, in this situation, the conservation districts Board should decide if they want Sandy to work in the office her normal scheduled hours, and receive the holiday pay in addition to her regular 24 hours, OR adjust Sandy's schedule to take 4.8 hours off on Wednesday, July 3, claim the 4.8 hours holiday pay, and keep her total hours at 24 for the week.

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Short-Term employees:

A short-term worker may not receive holiday pay.

Other Helpful Suggestions:

- Be sure a supervisor reviews and approves employee time sheets at the end of each pay period, prior to making payment.
- Be sure your personnel policy is up to date. The latest version is available on the DNRC Website below.
- Sample time sheets are available on the DNRC website as well as other training articles and conservation districts forms available.
- Federal Agencies may have a different holiday schedule that does not coincide with state holidays.

www.dnrc.mt.gov/cardd/

ConservationDistricts/CDresources.asp

2013 Holidays (per 1-1-216, MCA)

New Year's Day
Martin Luther King Jr. Day
Lincoln's and Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

Observed

Tuesday, January 1
Monday, January 21
Monday, February 18
Monday, May 27
Thursday, July 4
Monday, September 2
Monday, October 14
Monday, November 11
Thursday, November 28
Wednesday, December 25