

	<h1 style="text-align: center;">City of Helena</h1> <h2 style="text-align: center;">Personnel Policy</h2>	Policy number	3-4
		Original Adoption	02-09-1987
		Revision #	5
		Last revision date	May 2010
Section Title	Employee Leave Administration		
Subject	Holidays and Holiday Pay		

Full-time employees (long-term temporary or regular) with a set schedule are entitled to paid time off for all recognized legal holidays. Part-time employees (long-term temporary or regular) will receive holiday pay on a prorated basis.

Legal holidays are as follows:

- New Year's Day
- Martin Luther King Day
- Washington-Lincoln Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- General Election Day (Alternating Years)
- Veteran's Day
- Thanksgiving Day
- Christmas Day

The above list of recognized holidays shall also include any legal holiday declared by the President of the United States, and/or the Governor of the State of Montana, with the concurrence of the Mayor of the City of Helena.

If any of the above holidays fall on Sunday, the following Monday is a holiday. If the holiday falls on a Saturday, the preceding Friday is a holiday.

An employee who is scheduled for a day off on a day which is observed as a legal holiday shall be entitled to receive a day off (8 hours) with pay either on the day preceding or on another day following the holiday in the same pay period or as soon as possible in following pay periods.

To receive holiday pay, the employee must be in a pay status on the employee's last regularly scheduled working day immediately before the holiday or on the employee's first regularly scheduled working day immediately after the holiday (§2-18-603, MCA). On-call and short-term temporary employees are not entitled to any holiday benefit.