

	<h1 style="margin: 0;">City of Helena</h1> <h2 style="margin: 0;">Personnel Policy</h2>	Policy number	6-7
		Original Adoption	02-09-1987
		Revision #	5
		Last revision date	October 2015
Section Title	Employment		
Subject	Continuous Service Time		

The following types of employment will be creditable towards continuous service with the City of Helena:

Regular Employees

All time worked as a regular employee either full-time or part-time without a break of service of (5) five days as provided by State law. An approved continuous leave of absence without pay does not constitute a break in service. (§2-18-601 (2), (4), MCA).

Temporary Employees

Employees hired for a regular full time or part time position without a break in service of five (5) days as provided by state law between the temporary position and the regular position will have all time worked in the temporary position counted for continuous City service time. An approved continuous leave of absence without pay does not constitute a break in service. (§2-18-601 (2), (4), MCA).