

Chinook School District

PERSONNEL

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Staff Holidays

Holidays for certified staff are dictated by the school calendar, in part. Temporary employees shall not receive holiday pay. Part-time employees shall receive holiday pay on a pro-rated basis.

School holidays required by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

Additional Classified Staff Holidays

In addition to the above school holidays, the following days shall be granted as paid holidays to classified staff:

1. Good Friday – Friday prior to Easter
2. Easter Monday – Monday after Easter
3. Friday after Thanksgiving – Fourth Friday in November
4. Christmas Eve – December 24 (When Christmas Eve falls on Sunday, the superintendent of Schools will designate when the holiday will be taken.)

If any of the above school holidays or additional classified holidays fall upon a Sunday, the Monday following is a paid holiday. If any of the holidays fall upon a Saturday, the preceding Friday or the following Monday shall not be a paid holiday.

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Legal Reference: § 20-1-305, MCA School Holidays

Policy History:

Adopted: June 1999

Revised: February 2008; September 2010