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|  | Montana Mental Health Nursing Care Center Policy Manual | Policy Number | 404 |
| | | Original Date | 12/30/1983 |
| | Department: Personnel | Revised Date | 01/09/2014 |
| | Use of Earned Holiday Time | | |

POLICY:

The Center will make provisions for use of earned holiday time.

PROCEDURE:

1. Employees who are members of a collective bargaining unit will follow the procedure outlined in the contract.
2. Employees who earn holiday time will make arrangements with their supervisor for use of the day at a later date.
3. All requests for use of holiday time earned will be submitted on a State of Montana Department of Public Health and Human Services Employee Request Form. (Attachment #1)
4. Holidays are accrued by calendar year. Employees have until March 30th of the following year to use excess holidays.
5. Supervisors are encouraged to arrange for accrued holiday time usage as soon as possible after the holiday occurs.
6. Montana Operations Manual, Volume III, policy 3-0325, (Attachment #2) will be used as the governing basis for holidays and holiday pay.