

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>431</b>
		<b>Original Date</b>	<b>10/10/1984</b>
	<b>Department: Personnel</b>	<b>Revised Date</b>	<b>01/09/2014</b>
	<b>Thanksgiving, Christmas &amp; New Year Holiday Scheduling</b>		

**POLICY:**

The Montana Mental Health Nursing Care Center will rotate employee's schedules for Thanksgiving, Christmas and New Year's holidays to equalize opportunities for the days off.

**PROCEDURE:**

1. The Supervisor will review the leave requests to determine work preference for the Thanksgiving, Christmas, and New Year's holidays prior to scheduling the holiday.
2. Schedules will then be posted granting as many holiday leave requests as possible and still meet staffing needs of the facility.
3. The Thanksgiving, Christmas and New Year's holidays will be considered individually.
4. In the event the supervisor must deny preference for the above holiday schedule, the time worked on that holiday the previous years will be used as a deciding factor.