

1 **Bainville K-12 Schools**

2
3 **PERSONNEL**

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5 Holidays

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7 Holidays for certified staff are dictated in part by the school calendar. Temporary employees will
8 not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis.

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10 The holidays required for classified staff, by § 20-1-305, MCA, are:

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12 1. Independence Day
13 2. Labor Day
14 3. Thanksgiving Day
15 4. Christmas Day
16 5. New Year's Day
17 6. Memorial Day
18 7. Day after Thanksgiving (given by District)
19 8. State and national election days when the school building is used as a polling place and
20 conduct of school would interfere with the election process

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

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26 When one of the above holidays falls on Sunday, the following Monday will not be a holiday.
27 When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday.

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

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34 Legal Reference: § 20-1-305, MCA School holidays

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36 Policy History:

37 Adopted on: 2/25/08

38 Reviewed on:

39 Revised on: