

**SUBJECT:** 400 Human Resources

**Policy:** 406.5 Holiday

**Effective:** November 2023    **Revised:**                    **Reviewed:**

---

In accordance with State of Montana policy, the College recognizes the following holidays:

1. New Year's Day - January 1
2. Martin Luther King Day - Third Monday in January
3. Presidents' Day Holiday - Third Monday in February
4. Memorial Day - Last Monday in May
5. Independence Day - July 4
6. Labor Day - First Monday in September
7. Veteran's Day - November 11
8. Thanksgiving Day - Fourth Thursday in November
9. Friday after Thanksgiving (In lieu of Columbus Day)
10. Christmas Day - December 25
11. Floating Holiday

If one of the above holidays falls on a Saturday, the preceding Friday is observed. If the holiday falls on Sunday, the following Monday is observed. If a holiday occurs during an employee's vacation leave, that day is not deducted from vacation leave.

The Board of Regents of Higher Education may designate the following business days as holidays for employees in exchange for the same number of legal holidays enumerated above in accordance with Montana Code.

1. The Friday following Thanksgiving is designated a holiday for all Montana University System employees in exchange for Columbus Day.
2. The Commissioner of Higher Education may designate any of the following business days as holidays for all employees of a campus in exchange for the same number of legal holidays enumerated in 1-1-216, MCA;
  - a. if either holiday falls on Tuesday, or
  - b. the Friday after Christmas Day or New Year's Day if either holiday falls on Thursday.