



SUBJECT: Personnel

PROCEDURE: 406.5.1 Floating Holiday Procedure

EFFECTIVE: November 2023 **REVISED:**

REVIEWED:

Introduction

In accordance of Montana law, Great Falls College MSU allows all eligible employees one floating holiday (8 hours maximum) per calendar year.

Eligibility

- Beginning September 25, 2023, each eligible employee shall receive one floating holiday per calendar year.
- The floating holiday is available to eligible employees immediately upon hire.
- Student employees, graduate students, and short-term workers are not eligible for a floating holiday.
- Hours Requirements
- A full-time employee shall receive eight (8) hours of floating holiday.
- A part-time employee shall receive prorated floating holiday hours based on FTE.

Availability

- A floating holiday provides an employee with one scheduled day off with pay per calendar year.
- Employees must use all of their floating holiday hours on one day. An employee may not divide floating holiday hours across multiple days or use less than the full floating holiday earned.
- Faculty will use the floating holiday every calendar year on the Wednesday directly prior to the Thanksgiving holiday. No classes will be scheduled on this day, however, academic offices will remain open on this day.

Work and Leave Use Requirements

- If an employee works on a day originally scheduled as a floating holiday, the day reverts to a regularly scheduled working day. The employee and supervisor shall reschedule the floating holiday for another date.
- Employees record use of the floating holiday on their timesheet in the MSU time entry system, MyInfo/Banner Web.
- Employees are not allowed to use a floating holiday for Convocation or Graduation.

Request Process

- Employees must request a floating holiday in writing and in advance to their supervisor. Employees must schedule the time off in collaboration with their supervisor and according to department procedures.
- A supervisor may deny an employee's floating holiday request to meet workload deadlines, maintain required staffing levels, maintain an employee's regular hours per workweek, avoid disruption of instruction or education, avoid accrual of overtime or compensatory time, or other business reasons.



Special Situations

- If an employee terminates employment after using a floating holiday and is subsequently rehired in the same calendar year, the employee shall not receive an additional floating holiday in that same calendar year.
- If a part-time employee uses a floating holiday and subsequently becomes a full-time employee in the same calendar year, the employee shall not receive additional floating holiday hours in that same year.

Payout and Rollover Prohibitions

- Unused floating holidays expire at the end of each calendar year.
- Floating holidays do not roll-over or accrue after December 31 of each calendar year.
- Floating holiday is not compensable. Unused floating holidays will not be paid out at the end of the calendar year or upon termination.