



Employment Policies for the State of North Dakota

HOLIDAYS

Effective Date: 10/01/2020

The State of North Dakota, as the employer, provides 10 paid holidays to employees who work in regular positions. Recognized holidays for state government purposes:

1. The first day of January, which is New Year's Day.
2. The third Monday in January, which is Martin Luther King Day, in recognition of "the life, legacy, and dream of Martin Luther King, Jr."
3. The third Monday in February, in recognition of the birthday of George Washington.
4. The Friday preceding Easter Sunday, commonly known as Good Friday.
5. The last Monday in May, which is Memorial Day.
6. The fourth day of July, which is the anniversary of the Declaration of Independence.
7. The first Monday in September, which is Labor Day.
8. The eleventh day of November, which is Veterans' Day.
9. The fourth Thursday in November, which is Thanksgiving Day.
10. The twenty-fifth day of December, which is Christmas Day.
11. Every day appointed by the President of the United States or by the Governor of this state for a public holiday (NDCC Section 1-03-01).

If such holiday falls on Saturday, the preceding Friday will be the holiday; if the holiday falls on Sunday, the Monday following will be the holiday (NDCC Sections 1-03-02 and 1-03-02.1).

State offices close at 12 noon on December 24, Christmas Eve Day, if the 24th falls on Monday, Tuesday, Wednesday, or Thursday (NDCC Section 1-03-01.1).

Holiday Work Schedule Adjustment Options

The standard work week is 40 hours, consisting of five 8-hour days. A holiday is considered to be an 8-hour day except for December 24 which is 4 hours. Therefore, adjustments must be made for those employees working an alternate work schedule.

If a state employee is scheduled to work on a holiday, the employee may be provided an alternate day off.

Authority:

NDAC 4-07-07-06

NDCC Section 1-03-01