



PROBATION AND PAROLE OPERATIONAL PROCEDURE

Procedure:	PPD 6.3.425 WORK TIME CREDIT
Effective Date:	03/04/2026 Page 1 of 2
Revision Date(s):	
Signature/Title:	/s/ John Schaffer, Public Safety Division Chief

I. PURPOSE

To encourage probationers and parolees to acquire and maintain full-time employment and reduce the length of their time on supervision.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. General

1. The Work Time Credit is a credit for a period of time earned for working eligible employment while a probationer or parolee is on supervision that adjusts an offender's supervision end date but does not reduce their sentence expiration date.
2. The Work Time Credit is applied to reduce the probationer or parolee's supervision end date and release them to court jurisdiction until their sentenced term is expired.

B. Eligibility

1. Offenders eligible for Work Time Credits include adult probationers and parolees who:
 - a. comply with all conditions imposed by the district court or the Board of Pardons and Parole;
 - b. are current on payments for court-ordered restitution or supervisory fees;
 - c. are engaged in verified eligible employment;
 - d. have provided supporting documentation to the supervising probation and parole officer within 5 business days after completing 30 days of eligible employment; and
 - e. earned Work Time Credit on or after October 1, 2025.
2. Offenders are ineligible for Work Time Credits who are:
 - a. subject to lifetime supervision as provided by law;
 - b. required to register as a sexual or violent offender pursuant to Title 46, Chapter 23, Part 5, MCA; or
 - c. subject to a proceeding under the Youth Court Act as provided for in Title 41, Chapter 5, MCA.

C. Verification of Eligible Employment

1. Verification by the supervising P&P Officer:
 - a. a probationer or parolee shall provide supporting documentation to the supervising P&P Officer within 5 business days after completing 30 days of eligible employment; and
 - b. the supervising P&P Officer shall verify the probationer or parolee's employment through:
 - a. the supporting documentation that is provided by the probationer or parolee; and
 - b. by any other means that the court, Board of Pardons and Parole, or P&P Officer determines is necessary to verify the work, including site visits and verification by telephone.

D. Computation of Work Time Credits

1. Work Time Credit equals 1 day for every 40-hour workweek of eligible employment that a probationer or parolee completes while on supervision.
 - a. hours worked beyond 40 hours in a 7-day period will not qualify for additional Work Time Credit.
 - b. hours worked below 40 hours in a 7-day period will not qualify for any Work Time Credit.
 - c. credit is capped at a maximum of 1 day per workweek, not to exceed 52 days per year.
 - d. paid leave taken during the workweek that was accrued through an employee benefits program counts towards wage-earned hours if used in accordance with proper employer policies and procedures.
 - e. paid holiday(s) during the workweek count towards wage-earned hours.
2. The P&P Officer shall document any approved or denied request for Work Time Credit in the offender management system.
3. Computation, additions, and losses of Work Time Credit will be completed by the Records Management Bureau every 6 months.

E. Forfeiture of Work Time Credit

1. Any Work Time Credit awarded pursuant to this section shall be revoked if the probationer or parolee:
 - a. violates a condition of supervision imposed by the district court or the Board of Pardons and Parole;
 - b. is charged with a new felony offense; or
 - c. is charged with a new misdemeanor offense for which they could be sentenced to incarceration for a period of more than 6 months.
2. The P&P Officer will document the loss of credit as a MIIG response either through a hearing or case management response in the offender management system.

IV. CLOSING

Questions about this procedure should be directed to the Probation and Parole Bureau Chief and Records Management Bureau.

V. REFERENCES

- A. § 46-23-1029, MCA