

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

October 11, 1979

PERSONNEL MEMORANDUM 29-79

TO: All Agency/Department Heads

SUBJECT: 1980 Holiday Schedule

This memorandum is issued under the provisions of Chapter 11, Section 1, of the Personnel Rules and applies only to those employees not covered by negotiated contract.

| <u>LEGAL HOLIDAYS</u> | <u>DAY/DATE TO BE ALLOWED</u>                  |
|-----------------------|--|
| New Year's Day        | Tuesday - January 1                            |
| Washington's Birthday | Monday - February 18                           |
| Patriot's Day         | Monday - April 21                              |
| Memorial Day          | Monday - May 26                                |
| Independence Day      | Friday - July 4                                |
| Labor Day             | Monday - September 1                           |
| Columbus Day          | Monday - October 13                            |
| Veteran's Day         | Tuesday - November 11                          |
| Thanksgiving          | Thursday - November 27<br>Friday - November 28 |
| Christmas             | Thursday - December 25                         |

Employees, the nature of whose jobs requires them to work on any of these days will, insofar as possible, be granted compensatory time off at the mutual convenience of the employer and employee. If the holiday falls on a normal day off, an additional compensatory day will be granted. Cash payments shall be made only in the instance of departmental policy established in conformance with Chapter 11, Section 1 of the Personnel Rules.

Employees shall be eligible for holiday pay only if they were in pay status on the normal work day immediately preceding and the day following the holiday for which payment is to be made.

JADINE R. O'BRIEN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS