

STATE OF MAINE

DEPARTMENT OF PERSONNEL

October 14, 1980

PERSONNEL MEMORANDUM 21-80

TO: All Agency/Department Heads/ Personnel Officers

SUBJECT: 1981 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	Thursday - January 1
Washington's Birthday	Monday - February 16
Patriot's Day	Monday - April 20
Memorial Day	Monday - May 25
Independence Day	Friday - July 3
Labor Day	Monday - September 7
Columbus Day	Monday - October 12
Veteran's Day	Wednesday - November 11
Thanksgiving	Thursday - November 26 Friday - November 27
Christmas	Friday - 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