

DEPARTMENT OF ADMINISTRATION  
Bureau of Human Resources  
September 30, 1991

**HUMAN RESOURCES MEMORANDUM 31-91**

**TO:** All Agency/Department Heads/Personnel Officers

**SUBJECT:** 1992 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

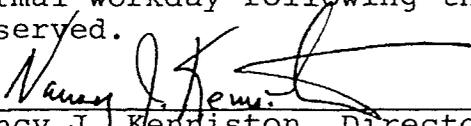
The 1992 Holiday Schedule is issued under the provisions of Chapter 11 of the Civil Service Rules and the Governor's benefit package for confidential employees.

<u>HOLIDAYS</u>	<u>DAY/DATE TO BE OBSERVED</u>
New Year's Day	Wednesday - January 1
Martin Luther King, Jr. Day	Monday - January 20
Washington's Birthday	Monday - February 17
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 Day	Thursday - November 26
Thanksgiving Friday	Friday - November 27
Christmas	Friday - December 25

\*Date of observance will be changed to May 30th, if the Federal Government designates May 30th as the date of observance before May 25, 1992.

An employee who is required to work on any of these days will be granted compensatory time off at the mutual convenience of the employer and the 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 Civil Service Rules.

Employees shall be eligible for holiday pay only if they were in pay status on the normal workday immediately preceding and the normal workday following the day and date on which the holiday is observed.

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES