

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources
September 10, 1993

HUMAN RESOURCES MEMORANDUM 19-93

TO: All Agency/Department Heads/Personnel Officers

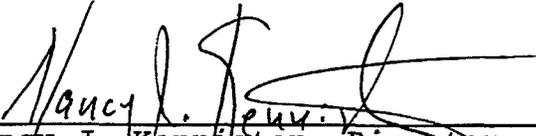
SUBJECT: 1994 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

The 1994 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	Friday, December 31 (1993)
Martin Luther King, Jr. Day	Monday, January 17
Washington's Birthday	Monday, February 21
Patriot's Day	Monday, April 18
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veteran's Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Thanksgiving Friday	Friday, November 25
Christmas	Monday, December 26

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 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, §1 of the Civil Service Rules.

To be eligible for holiday pay, employees must be 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