

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**  
**Bureau of Human Resources**  
**September 7, 1994**

**HUMAN RESOURCES MEMORANDUM 8-94**

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

**SUBJECT:** 1995 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES  
NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

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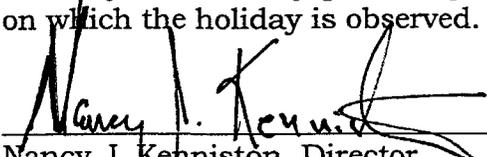
The 1995 Holiday Schedule is issued under the provisions of Chapter 11 of the Civil Service Rules and the Governor's benefit package for confidential employees.

| <u>HOLIDAYS</u>             | <u>DAY/DATE TO BE OBSERVED</u> |
|-----------------------------|--------------------------------|
| New Year's Day              | Monday, January 2              |
| Martin Luther King, Jr. Day | Monday, January 16             |
| Washington's Birthday       | Monday, February 20            |
| Patriot's Day               | Monday, April 17               |
| Memorial Day                | Monday, May 29                 |
| Independence Day            | Tuesday, July 4                |
| Labor Day                   | Monday, September 4            |
| Columbus Day                | Monday, October 9              |
| Veteran's Day               | Friday, November 10            |
| Thanksgiving Day            | Thursday, November 23          |
| Thanksgiving Friday         | Friday, November 24            |
| Christmas                   | Monday, December 25            |

**Date of observance for Memorial Day will be changed to May 30, 1995, if the Federal Government designates May 30, 1995 as the date of observance before May 29, 1995.**

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.

  
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Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES