

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

September 6, 1995

HUMAN RESOURCES MEMORANDUM 9-95

TO: All Agency/Department Heads/Personnel Officers

SUBJECT: 1996 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement

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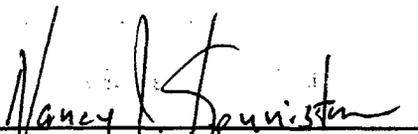
The 1996 Holiday Schedule is issued under the provisions of Chapter 11 of the Civil Service Rules and the Governor's benefit package for confidential employees.

<u>HOLIDAYS</u>	<u>DAY/DATE TO BE OBSERVED</u>
New Year's Day	Monday, January 1
Martin Luther King Jr. Day	Monday, January 15
Washington's Birthday (Presidents' Day)	Monday, February 19
Patriot's Day	Monday, April 15
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Veterans' Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Thanksgiving Friday	Friday, November 29
Christmas	Wednesday, December 25

Date of observance for Memorial Day will be changed to May 30, 1996, if the Federal Government designates May 30, 1996 as the date of observance before May 27, 1996.

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. Kerniston, Director
BUREAU OF HUMAN RESOURCES