

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

September 9, 1996

HUMAN RESOURCES MEMORANDUM 9-96

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

SUBJECT: **1997 Holiday Schedule** for State Agency Employees Not Covered by a
Collective Bargaining Agreement

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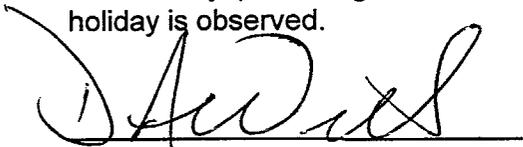
The **1997 Holiday Schedule** is issued under the provisions of Chapter 11 of the Civil Service Rules and the Governor's benefit package for confidential employees.

<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 (Presidents' Day)	Monday, February 17
Patriot's Day	Monday, April 21
Memorial Day	Monday, May 26
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Columbus Day	Monday, October 13
Veterans' Day	Tuesday, November 11
Thanksgiving Day	Thursday, November 27
Thanksgiving Friday	Friday, November 28
Christmas	Thursday, December 25

Date of observance for Memorial Day will be changed to May 30, 1997, if the Federal Government designates May 30, 1997 as the date of observance before May 26, 1997.

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.


Donald A. Wills, Acting Director
BUREAU OF HUMAN RESOURCES