

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

September 18, 1998

HUMAN RESOURCES MEMORANDUM 10-98

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

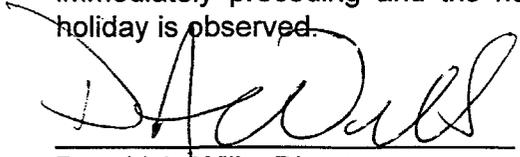
SUBJECT: **1999 Holiday Schedule** for State Agency Employees Not Covered by a Collective Bargaining Agreement

The **1999 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, January 1
Martin Luther King Jr. Day	Monday, January 18
Washington's Birthday (Presidents' Day)	Monday, February 15
Patriot's Day	Monday, April 19
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Columbus Day	Monday, October 11
Veterans' Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Thanksgiving Friday	Friday, November 26
Christmas	Friday, December 24

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, Director
Bureau of Human Resources

DAW/pjs