

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

August 23, 1999

HUMAN RESOURCES MEMORANDUM 7-99

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2000 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

The 2000 Holiday Schedule is issued under the provisions of Chapter 11 of the *State of Maine Civil Service Rules* and the *Benefit Package for Confidential Employees*.

HOLIDAY	DAY/DATE OBSERVED
New Year's Day	Friday, December 31, <u>1999</u> ¹
Martin Luther King Jr. Day	Monday, January 17
Washington's Birthday (Presidents' Day)	Monday, February 21
Patriots' Day	Monday, April 17
Memorial Day	Monday, May 29 ²
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veterans' Day	Friday, November 10 ¹
Thanksgiving Day	Thursday, November 23
Thanksgiving Friday	Friday, November 24
Christmas	Monday, December 25

¹ A legal holiday falling on a Saturday is observed on the preceding Friday. A legal holiday falling on a Sunday is observed on the following Monday. In the year 2000, New Years' Day (January 1, 2000) and Veterans' Day (November 11, 2000) fall on Saturday and are observed on the preceding Friday.

² Will change to May 30 if enacted in federal law.

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 alternative compensatory day will be granted. Cash payments shall be made only in the instance of departmental policy established in conformance with Chapter 11, Section 1 of *State of Maine 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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Bureau of Human Resources

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