

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
BUREAU OF HUMAN RESOURCES  
February 12, 2004

**HUMAN RESOURCES MEMORANDUM 1-04**

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2005 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

The 2005 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*.

<b><u>HOLIDAY</u></b>	<b><u>DAY, DATE OBSERVED</u></b>
New Year's Day	Friday, December 31, 2004 <sup>1</sup>
Martin Luther King, Jr. Day	Monday, January 17, 2005
Washington's Birthday/President's Day	Monday, February 21, 2005
Patriots' Day	Monday, April 18, 2005
Memorial Day	Monday, May 30, 2005
Independence Day	Monday, July 4, 2005
Labor Day	Monday, September 5, 2005
Columbus Day	Monday, October 10, 2005
Veterans' Day	Friday, November 11, 2005
Thanksgiving Day	Thursday, November 24, 2005
Thanksgiving Friday	Friday, November 25, 2005
Christmas Day	Monday, December 26, 2005 <sup>1</sup>

***To be eligible for holiday pay, employee must be in pay status on the normal workday immediately preceding and the normal workday immediately following the day and date on which the holiday is observed.***

<sup>1</sup> For Maine State Government, holidays that fall on Saturday are observed on the preceding Friday, holidays that fall on Sunday are observed on the following Monday. **For calendar year 2005, New Year's Day (January 1) falls on a Saturday and will be observed on Friday, December 31, 2004; Christmas Day (December 25) falls on a Sunday and will be observed on Monday, December 26.**

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*.

**S/ Donald A. Wills**  
Donald A. Wills, Director  
Bureau of Human Resources