

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
February 21, 2006

HUMAN RESOURCES MEMORANDUM 1-06

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2007 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

The 2007 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*.

<u>HOLIDAY</u>	<u>DAY, DATE OBSERVED</u>
New Year's Day	Monday, January 1, 2007
Martin Luther King, Jr. Day	Monday, January 15, 2007
Washington's Birthday/President's Day	Monday, February 19, 2007
Patriots Day	Monday, April 16, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007
Labor Day	Monday, September 3, 2007
Columbus Day	Monday, October 8, 2007
Veterans Day	Monday, November 12, 2007 ¹
Thanksgiving Day	Thursday, November 22, 2007
Thanksgiving Friday	Friday, November 23, 2007
Christmas Day	Tuesday, December 25, 2007

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.

¹ 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 2007, Veterans Day (November 11) falls on a Sunday and will be observed on Monday, November 12, 2007.**

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/ Alicia Kellogg
Alicia Kellogg, Director
Bureau of Human Resources