

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 6, 2011

HUMAN RESOURCES MEMORANDUM 1-11

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2012 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED
BY A COLLECTIVE BARGAINING AGREEMENT

The 2012 Holiday Schedule is issued under the provisions of Chapter 11 of the *State of Maine Civil Service Rules* and the *Benefits Package for Confidential Employees*.

<u>HOLIDAY</u>	<u>DAY, DATE OBSERVED</u>
New Year's Day	Monday, January 2, 2012
Martin Luther King, Jr. Day	Monday, January 16, 2012
Washington's Birthday/President's Day	Monday, February 20, 2012
Patriots Day	Monday, April 16, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012
Veterans Day	Monday, November 12, 2012
Thanksgiving Day	Thursday, November 22, 2012
Thanksgiving Friday	Friday, November 23, 2012
Christmas Day	Tuesday, December 25, 2012

To be eligible for holiday pay, the 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.

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*.

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 2012: New Year's Day (January 1) falls on a Sunday and will be observed on Monday, January 2, 2012; Veterans Day (November 11) falls on a Sunday and will be observed on Monday, November 12, 2012.***

S/ Joyce A. Oreskovich

Joyce A. Oreskovich, Acting Director
Bureau of Human Resources