

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 15, 2014

HUMAN RESOURCES MEMORANDUM 1-14

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2015 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED
BY A COLLECTIVE BARGAINING AGREEMENT

The 2015 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	Thursday, January 1, 2015
Martin Luther King, Jr. Day	Monday, January 19, 2015
Washington's Birthday/President's Day	Monday, February 16, 2015
Patriots Day	Monday, April 20, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015*
Labor Day	Monday, September 7, 2015
Columbus Day	Monday, October 12, 2015
Veterans Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015
Thanksgiving Friday	Friday, November 27, 2015
Christmas Day	Friday, December 25, 2015

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 2015: Independence Day (July 4) falls on a Saturday and will be observed on Friday, July 3, 2015.

S/ Joyce A. Oreskovich

Joyce A. Oreskovich, Director
Bureau of Human Resources