

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 6, 2016

HUMAN RESOURCES MEMORANDUM 1-16

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2017 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED
BY A COLLECTIVE BARGAINING AGREEMENT

The 2017 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, 2017*
Martin Luther King, Jr. Day	Monday, January 16, 2017
Washington's Birthday/President's Day	Monday, February 20, 2017
Patriot's Day	Monday, April 17, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day	Monday, October 9, 2017
Veterans' Day	Friday, November 10, 2017*
Thanksgiving Day	Thursday, November 23, 2017
Thanksgiving Friday	Friday, November 24, 2017
Christmas Day	Monday, December 25, 2017

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 2017: New Year's Day (January 1) falls on a Sunday and will be observed on Monday, January 2, 2017; Veterans' Day (November 11) falls on a Saturday and will be observed on Friday, November 10, 2017.

S/ Joyce A. Oreskovich

Joyce A. Oreskovich, Director
Bureau of Human Resources