

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources

April 15, 2020

HUMAN RESOURCES MEMORANDUM 1-20

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2020 and 2021 Holiday Schedules For State Agency Employees Not Covered By A
Collective Bargaining Agreement

The 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>	<u>DAY, DATE OBSERVED</u>
New Year's Day	Wednesday, January 1, 2020	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 20, 2020	Monday, January 18, 2021
Washington's Birthday (President's Day)	Monday, February 17, 2020	Monday, February 15, 2021
Patriot's Day	Monday, April 20, 2020	Monday, April 19, 2021
Memorial Day	Monday, May 25, 2020	Monday, May 31, 2021
Independence Day	Friday, July 3, 2020*	Monday, July 5, 2021*
Labor Day	Monday, September 7, 2020	Monday, September 6, 2021
Indigenous Peoples Day	Monday, October 12, 2020	Monday, October 11, 2021
Veterans Day	Wednesday, November 11, 2020	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 26, 2020	Thursday, November 25, 2021
Thanksgiving Friday	Friday, November 27, 2020	Friday, November 26, 2021
Christmas Day	Friday, December 25, 2020	Friday, December 24, 2021*

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 2020, Independence Day (July 4) falls on Saturday and will be observed on Friday, July 3, 2020. For calendar year 2021, Independence Day (July 4) falls on a Sunday and will be observed on Monday, July 5, 2021; and Christmas Day (December 25) falls on a Saturday and will be observed on Friday, December 24, 2021.

S/ Breena D. Bissell

Breena D. Bissell, Director
Bureau of Human Resources

OFFICE LOCATED AT: BURTON M. CROSS STATE OFFICE BUILDING, 4TH FLOOR
#4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004

PHONE: (207) 624-7761

TTY: DIAL MAINE RELAY 711

FAX: (207) 287-4414