

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 19, 2021

HUMAN RESOURCES MEMORANDUM 1-21

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2021 and 2022 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	Friday, January 1, 2021	Friday, December 31, 2021*
Martin Luther King, Jr. Day	Monday, January 18, 2021	Monday, January 17, 2022
Washington's Birthday (President's Day)	Monday, February 15, 2021	Monday, February 21, 2022
Patriot's Day	Monday, April 19, 2021	Monday, April 18, 2022
Memorial Day	Monday, May 31, 2021	Monday, May 30, 2022
Independence Day	Monday, July 5, 2021*	Monday, July 4, 2022
Labor Day	Monday, September 6, 2021	Monday, September 5, 2022
Indigenous Peoples Day	Monday, October 11, 2021	Monday, October 10, 2022
Veterans Day	Thursday, November 11, 2021	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 25, 2021	Thursday, November 24, 2022
Thanksgiving Friday	Friday, November 26, 2021	Friday, November 25, 2022
Christmas Day	Friday, December 24, 2021*	Monday, December 26, 2022*

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 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. For calendar year 2022, New Year's Day (January 1) falls on a Saturday and will be observed on Friday, December 31, 2021; and Christmas Day (December 25) falls on Sunday and will be observed on Monday, December 26, 2022.

S/ Breena D. Bissell

Breena D. Bissell, Director
Bureau of Human Resources