

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES**

November 17, 2021

HUMAN RESOURCES MEMORANDUM 4-21

TO: All Agency/Department Heads and Human Resource
Representatives

SUBJECT: Update to 2021 and 2022 Holiday Schedules For State Agency
Employees ***Not Covered By A Collective Bargaining Agreement***¹

This Holiday Schedule is issued under the provisions of *State of Maine Civil Service Rules*, state law, 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 ² |
| 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 |
| Juneteenth | <i>Not applicable</i> | Monday, June 20, 2022 ² |
| Independence Day | Monday, July 5, 2021 ² | 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 ² | Monday, December 26, 2022 ² |

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*.

¹ Employees covered by collective bargaining are referred to their Collective Bargaining Agreement for a list of paid holidays.

² 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; Juneteenth (June 19th) falls on a Sunday and will be observed on Monday, June 20, 2022; 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