

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 8, 2008

HUMAN RESOURCES MEMORANDUM 1-08

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2009 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

The 2009 Holiday Schedule is issued under the provisions of Chapter 11 of the *State of Maine Civil Service Rules* and the *Benefit Package for Confidential Employees*.

<u>HOLIDAY</u>	<u>DAY, DATE OBSERVED</u>
New Year's Day	Thursday, January 1, 2009
Martin Luther King, Jr. Day	Monday, January 19, 2009
Washington's Birthday/President's Day	Monday, February 16, 2009
Patriots Day	Monday, April 20, 2009
Memorial Day	Monday, May 25, 2009
Independence Day	Friday, July 3, 2009
Labor Day	Monday, September 7, 2009
Columbus Day	Monday, October 12, 2009
Veterans Day	Wednesday, November 11, 2009
Thanksgiving Day	Thursday, November 26, 2009
Thanksgiving Friday	Friday, November 27, 2009
Christmas Day	Friday, December 25, 2009

To be eligible for holiday pay, 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.

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 2009, Independence Day (July 4) falls on a Saturday and will be observed on Friday, July 3.***

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*.

S/ Alicia Kellogg
Alicia Kellogg, Director
Bureau of Human Resources