

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
BUREAU OF HUMAN RESOURCES  
January 3, 2012

**HUMAN RESOURCES MEMORANDUM 1-12**

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2013 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED  
BY A COLLECTIVE BARGAINING AGREEMENT

The 2013 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*.

| <b><u>HOLIDAY</u></b>                 | <b><u>DAY, DATE OBSERVED</u></b> |
|---------------------------------------|----------------------------------|
| New Year's Day                        | Tuesday, January 1, 2013         |
| Martin Luther King, Jr. Day           | Monday, January 21, 2013         |
| Washington's Birthday/President's Day | Monday, February 18, 2013        |
| Patriots Day                          | Monday, April 15, 2013           |
| Memorial Day                          | Monday, May 27, 2013             |
| Independence Day                      | Thursday, July 4, 2013           |
| Labor Day                             | Monday, September 2, 2013        |
| Columbus Day                          | Monday, October 14, 2013         |
| Veterans Day                          | Monday, November 11, 2013        |
| Thanksgiving Day                      | Thursday, November 28, 2013      |
| Thanksgiving Friday                   | Friday, November 29, 2013        |
| Christmas Day                         | Wednesday, December 25, 2013     |

***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 2013, no holidays fall on Saturday or Sunday.

**S/ Joyce A. Oreskovich**

Joyce A. Oreskovich, Director  
Bureau of Human Resources