

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
February 11, 2015

HUMAN RESOURCES MEMORANDUM 1-15

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2016 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED
BY A COLLECTIVE BARGAINING AGREEMENT

The 2016 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>
New Year's Day	Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
Washington's Birthday/President's Day	Monday, February 15, 2016
Patriot's Day	Monday, April 18, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Veterans' Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Thanksgiving Friday	Friday, November 25, 2016
Christmas Day	Monday, December 26, 2016*

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 2016: Christmas Day (December 25) falls on a Sunday and will be observed on Monday, December 26, 2016.

S/ Joyce A. Oreskovich

Joyce A. Oreskovich, Director
Bureau of Human Resources