

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 17, 2017

HUMAN RESOURCES MEMORANDUM 1-17

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2017 and 2018 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	Monday, January 2, 2017*	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 16, 2017	Monday, January 15, 2018
Washington's Birthday (President's Day)	Monday, February 20, 2017	Monday, February 19, 2018
Patriot's Day	Monday, April 17, 2017	Monday, April 16, 2018
Memorial Day	Monday, May 29, 2017	Monday, May 28, 2018
Independence Day	Tuesday, July 4, 2017	Wednesday, July 4, 2018
Labor Day	Monday, September 4, 2017	Monday, September 3, 2018
Columbus Day	Monday, October 9, 2017	Monday, October 8, 2018
Veterans' Day	Friday, November 10, 2017*	Monday, November 12, 2018*
Thanksgiving Day	Thursday, November 23, 2017	Thursday, November 22, 2018
Thanksgiving Friday	Friday, November 24, 2017	Friday, November 23, 2018
Christmas Day	Monday, December 25, 2017	Tuesday, December 25, 2018

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 2017: New Year's Day (January 1) falls on a Sunday and will be observed on Monday, January 2, 2017; Veterans' Day (November 11) falls on a Saturday and will be observed on Friday, November 10, 2017. For calendar year 2018: Veterans' Day (November 11) falls on a Sunday and will be observed on Monday, November 12, 2018.

S/ Joyce A. Oreskovich

Joyce A. Oreskovich, Director, Bureau of Human Resources