

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 9, 2018

HUMAN RESOURCES MEMORANDUM 1-18

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2018 and 2019 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 1, 2018	Tuesday, January 1, 2019
Martin Luther King, Jr. Day	Monday, January 15, 2018	Monday, January 21, 2019
Washington's Birthday (President's Day)	Monday, February 19, 2018	Monday, February 18, 2019
Patriot's Day	Monday, April 16, 2018	Monday, April 15, 2019
Memorial Day	Monday, May 28, 2018	Monday, May 27, 2019
Independence Day	Wednesday, July 4, 2018	Thursday, July 4, 2019
Labor Day	Monday, September 3, 2018	Monday, September 2, 2019
Columbus Day	Monday, October 8, 2018	Monday, October 14, 2019
Veterans' Day	Monday, November 12, 2018*	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 22, 2018	Thursday, November 28, 2019
Thanksgiving Friday	Friday, November 23, 2018	Friday, November 29, 2019
Christmas Day	Tuesday, December 25, 2018	Wednesday, December 25, 2019

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 2018: Veterans' Day (November 11) falls on a Sunday and will be observed on Monday, November 12, 2018. For calendar year 2019, no holidays fall on Saturday or Sunday.

S/ Joyce A. Oreskovich

Joyce A. Oreskovich, Director, Bureau of Human Resources