

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES**

February 11, 2022

HUMAN RESOURCES MEMORANDUM 1-22

TO: All Agency/Department Heads and Human Resource
Representatives

SUBJECT: 2022 and 2023 Holiday Schedules For State Agency Employees ***Not Covered By A Collective Bargaining Agreement¹***

This Holiday Schedule is issued under the provisions of *State of Maine Civil Service Rules*, state law, and the *Benefits Package for Confidential Employees*. ¹

<u>HOLIDAY</u>	<u>DAY, DATE OBSERVED</u>	<u>DAY, DATE OBSERVED</u>
New Year's Day	Friday, December 31, 2021 ²	Monday, January 2, 2023 ²
Martin Luther King, Jr. Day	Monday, January 17, 2022	Monday, January 16, 2023
Washington's Birthday (President's Day)	Monday, February 21, 2022	Monday, February 20, 2023
Patriot's Day	Monday, April 18, 2022	Monday, April 17, 2023
Memorial Day	Monday, May 30, 2022	Monday, May 29, 2023
Juneteenth	Monday, June 20, 2022 ²	Monday, June 19, 2023
Independence Day	Monday, July 4, 2022	Tuesday, July 4, 2023
Labor Day	Monday, September 5, 2022	Monday, September 4, 2023
Indigenous Peoples Day	Monday, October 10, 2022	Monday, October 9, 2023
Veterans Day	Friday, November 11, 2022	Friday, November 10, 2023 ²
Thanksgiving Day	Thursday, November 24, 2022	Thursday, November 23, 2023
Thanksgiving Friday	Friday, November 25, 2022	Friday, November 24, 2023
Christmas Day	Monday, December 26, 2022 ²	Monday, December 25, 2023

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*.

¹ Employees covered by collective bargaining are referred to their Collective Bargaining Agreement for a list of paid holidays.

² 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 2022, New Year's Day (January 1) falls on a Saturday and will be observed on Friday, December 31, 2021; Juneteenth (June 19th) falls on a Sunday and will be observed on Monday, June 20, 2022; and Christmas Day (December 25) falls on Sunday and will be observed on Monday, December 26, 2022. For calendar year 2023, New Year's Day (January 1) falls on a Sunday and will be observed on Monday, January 2, 2023; and Veterans Day (November 11) falls on a Saturday and will be observed on Friday, November 10, 2023.

S/ Breena D. Bissell

Breena D. Bissell, Director
Bureau of Human Resources