

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

April 18, 2023

HUMAN RESOURCES MEMORANDUM 1-23

TO: All Agency/Department Heads and Human Resource
Representatives

SUBJECT: 2023 and 2024 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	Monday, January 2, 2023 ²	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 16, 2023	Monday, January 15, 2024
Washington's Birthday (President's Day)	Monday, February 20, 2023	Monday, February 19, 2024
Patriot's Day	Monday, April 17, 2023	Monday, April 15, 2024
Memorial Day	Monday, May 29, 2023	Monday, May 27, 2024
Juneteenth	Monday, June 19, 2023	Wednesday, June 19, 2024
Independence Day	Tuesday, July 4, 2023	Thursday, July 4, 2024
Labor Day	Monday, September 4, 2023	Monday, September 2, 2024
Indigenous Peoples Day	Monday, October 9, 2023	Monday, October 14, 2024
Veterans Day	Friday, November 10, 2023 ²	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 23, 2023	Thursday, November 28, 2024
Thanksgiving Friday	Friday, November 24, 2023	Friday, November 29, 2024
Christmas Day	Monday, December 25, 2023	Wednesday, December 25, 2024

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 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