

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

September 8, 1997

HUMAN RESOURCES MEMORANDUM 11-97

TO: All Agency/Department Heads/Personnel Officers/EEO Officers

SUBJECT: 1998 Holiday Schedule for State Agency Employees Not Covered by a
Collective Bargaining Agreement

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The **1998 Holiday Schedule** is issued under the provisions of Chapter 11 of the Civil Service Rules and the Governor's benefit package for confidential employees.

<u>HOLIDAYS</u>	<u>DAY/DATE TO BE OBSERVED</u>
New Year's Day	Thursday, January 1
Martin Luther King Jr. Day	Monday, January 19
Washington's Birthday (Presidents' Day)	Monday, February 16
Patriot's Day	Monday, April 20
Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Columbus Day	Monday, October 12
Veterans' Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Thanksgiving Friday	Friday, November 27
Christmas	Friday, December 25

Memorial Day is currently a "Monday" holiday by State and Federal law. However, Maine law also provides that the date for observing Memorial Day in Maine will be changed to May 30th if the Federal Government should return the Federal date of observance to May 30th.

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 additional compensatory day will be granted. Cash payments shall be made only in the instance of departmental policy established in conformance with Chapter 11, §1 of the Civil Service Rules.

To be eligible for holiday pay, employees must be in pay status on the normal workday immediately preceding and the normal workday following the day and date on which the holiday is observed.



Donald A. Wills, Director
BUREAU OF HUMAN RESOURCES