

DEPARTMENT OF ADMINISTRATION  
Bureau of Human Resources

September 25, 1989

HUMAN RESOURCES MEMORANDUM 13-89

**TO:** All Agency/Department Heads/Personnel Officers  
**FROM:** 1990 HOLIDAY SCHEDULE FOR EMPLOYEES NOT COVERED BY A  
COLLECTIVE BARGAINING AGREEMENT

The 1990 Holiday Schedule is issued under the provisions of Chapter 11, §1 of the Civil Service Rules and the Benefit Package for Confidential Employees (blue booklet).

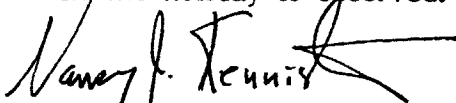
<u>LEGAL HOLIDAYS</u>	<u>DAY/DATE TO BE OBSERVED</u>
New Year's Day	Monday - January 1
Martin Luther King, Jr. Day	Monday - January 15
Washington's Birthday	Monday - February 19
Patriot's Day	Monday - April 16
*Memorial Day	Monday - May 28
Independence Day	Wednesday - July 4
Labor Day	Monday - September 3
Columbus Day	Monday - October 8
Veteran's Day	Monday - November 12
Thanksgiving Day	Thursday - November 22
**Thanksgiving Friday	Friday - November 23
Christmas	Tuesday - December 25

\* Date of observance will be changed to May 30th, if the Federal Government designates May 30th as the date of observance before May 28, 1990.

\*\* The Governor has granted this day as a leave day for State agency employees in order to treat non-bargaining unit members fairly, even though it is not an official holiday.

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.

Employees shall be eligible for holiday pay only if they were in pay status on the normal workday immediately preceding and the normal workday following the day and date on which the holiday is observed.

  
NANCY J. KENNISTON, Director  
BUREAU OF HUMAN RESOURCES