

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

September 17, 1990

**HUMAN RESOURCES MEMORANDUM 20-90**

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

**SUBJECT:** 1991 HOLIDAY SCHEDULE FOR EMPLOYEES NOT COVERED BY A  
COLLECTIVE BARGAINING AGREEMENT

The 1991 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).

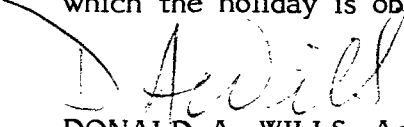
<u>LEGAL HOLIDAYS</u>	<u>DAY/DATE TO BE OBSERVED</u>
New Year's Day	Tuesday - January 1
Martin Luther King, Jr. Day	Monday - January 21
Washington's Birthday	Monday - February 18
Patriot's Day	Monday - April 15
* Memorial Day	Monday - May 27
Independence Day	Thursday - July 4
Labor Day	Monday - September 2
Columbus Day	Monday - October 14
Veteran's Day	Monday - November 11
Thanksgiving Day	Thursday - November 28
** Thanksgiving Friday	Friday - November 29
Christmas	Wednesday - 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 27, 1991.

\*\* The Governor has granted this day as a leave day 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 the 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.

  
DONALD A. WILLS, Acting Director  
BUREAU OF HUMAN RESOURCES