

# DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

August 31, 2000

## HUMAN RESOURCES MEMORANDUM 5-00

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2001 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

The 2001 Holiday Schedule is issued under the provisions of Chapter 11 of the *State of Maine Civil Service Rules* and the *Benefit Package for Confidential Employees*.

| HOLIDAY                                 | DAY/DATE OBSERVED                      |
|---|--|
| New Year's Day                          | Monday, January 1, 2001                |
| Martin Luther King Jr. Day              | Monday, January 15, 2001               |
| Washington's Birthday (Presidents' Day) | Monday, February 19, 2001              |
| Patriots' Day                           | Monday, April 16, 2001                 |
| Memorial Day                            | Monday, May 28, 2001 <sup>1</sup>      |
| Independence Day                        | Wednesday, July 4, 2001                |
| Labor Day                               | Monday, September 3, 2001              |
| Columbus Day                            | Monday, October 8, 2001                |
| Veterans' Day                           | Monday, November 12, 2001 <sup>2</sup> |
| Thanksgiving Day                        | Thursday, November 22, 2001            |
| Thanksgiving Friday                     | Friday, November 23, 2001              |
| Christmas                               | Tuesday, December 25, 2001             |

<sup>1</sup> Will change to May 30 if enacted in federal law.

<sup>2</sup> A legal holiday falling on a Saturday is observed on the preceding Friday. A legal holiday falling on a Sunday is observed on the following Monday. In the year 2001, Veterans' Day falls on Sunday, November 11, and is observed on Monday, November 12.

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*.

To be eligible for holiday pay, employees 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.



Donald A. Wills, Director  
Bureau of Human Resources

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