

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
August 11, 2003

HUMAN RESOURCES MEMORANDUM 9-03

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2004 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

The 2004 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*.

<u>HOLIDAY</u>	<u>DAY, DATE OBSERVED</u>
New Year's Day	Thursday, January 01, 2004
Martin Luther King, Jr. Day	Monday, January 19, 2004
Washington's Birthday/President's Day	Monday, February 16, 2004
Patriots' Day	Monday, April 19, 2004
Memorial Day	Monday, May 31, 2004 ¹
Independence Day	Monday, July 05, 2004 ²
Labor Day	Monday, September 06, 2004
Columbus Day	Monday, October 11, 2004
Veterans' Day	Thursday, November 11, 2004
Thanksgiving Day	Thursday, November 25, 2004
Thanksgiving Friday	Friday, November 26, 2004
Christmas Day	Friday, December 24, 2004 ²

To be eligible for holiday pay, 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.

¹ Will change to May 30 if so designated by the federal government.

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 2004, Independence Day (July 4) falls on a Sunday and will be observed on Monday, July 5; Christmas Day (December 25) falls on a Saturday and will be observed on Friday, December 24.**

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*.

S/ Donald A. Wills
Donald A. Wills, Director
Bureau of Human Resources