

STATE OF MAINE
DEPARTMENT OF PERSONNEL

November 8, 1983

PERSONNEL MEMORANDUM 6-83

TO: All Agency/Department Heads and Personnel Officers

SUBJECT: 1984 HOLIDAY SCHEDULE

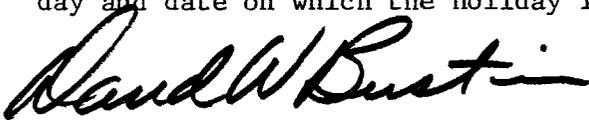
This memorandum is issued under the provisions of Chapter 11, §1, of the Personnel Rules and applies only to those employees not covered by negotiated contract.

<u>LEGAL HOLIDAYS</u>	<u>DAY/DATE TO BE ALLOWED</u>
New Year's Day	Monday - January 2
Washington's Birthday	Monday - February 20
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
*Day Following Thanksgiving	Friday - November 23
Christmas	Tuesday - December 25

*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.

Employees, the nature of whose jobs requires them to work on any of these days will, insofar as possible, 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 Personnel Rules.

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



DAVID W. BUSTIN
COMMISSIONER