

Disclaimer

BUREAU OF HUMAN RESOURCES
HUMAN RESOURCES POLICY AND PRACTICES MANUAL

12.5 HOLIDAYS

The dates for observing Maine State Government holidays are the dates of observance established by law for the Maine courts (4 MRSA, §1051). Employees are generally granted time off, with pay, on the legal holidays listed below:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Patriot's Day	Third Monday in April
Memorial Day	Last Monday in May*
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Fourth Friday in November
Christmas Day	December 25

* Will change to May 30 if enacted in Federal law.

Any legal holiday falling on a Saturday is observed on the preceding Friday. Any legal holiday falling on a Sunday is observed on the following Monday.

In order to receive holiday compensation, 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. Employees who are on unpaid leave of absence are not entitled to holiday compensation (*there is a limited exception for employees on voluntary unpaid leave either before or after a holiday, but not both*).

Compensation for employees who are required to work on a holiday is governed by the terms of the applicable collective bargaining agreement or, in the case of employees whose positions are not assigned to a bargaining unit, *Civil Service Rules*. (Reference annual holiday bulletins.)

The implications of holiday time with respect to the computation of overtime vary among bargaining units. Agency human resource representatives should be consulted regarding overtime considerations.

Part-time employees' holiday compensation is prorated in accordance with agency practices.

NOTE: The method for computing Holiday compensation for Intermittent employees is provided in Civil Service Rules (Ch. 2, Sec. 4., C.). As is the case with part-time employees, the established method may vary among agencies. Agency human resource representatives should be consulted.

Non-status, Acting Capacity, and Project employees do not receive the same holiday benefit as other state employees. Acting capacity appointees do not receive holiday pay until the completion of 90 days in an acting capacity appointment. Project appointees do not receive any form of holiday compensation. [Note: A narrowly defined exception became effective 07/01/99, which provides that if a seasonal employee is appointed to an acting capacity assignment, holiday, sick, and vacation benefits will begin upon appointment.]

Notes

If a federal holiday falls on a Saturday, the preceding Friday is a holiday; if a holiday falls on a Sunday the following Monday is a holiday.

State holidays are holidays for the government and public sector in that state and many, but not all, private businesses will give employees the day off

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Office Holidays provides calendars with dates and information on public holidays and bank holidays in key countries around the world.

A valuable resource for planning meetings, increasing diversity awareness and general reference.

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