



TO: Agency Heads and Chancellors
FROM: Neal Alexander Jr.
DATE: January 24, 2013
SUBJECT: 2016 Holiday Schedule

Listed below are the holidays that will be observed by State employees during 2016.

New Year's Day	January 1, 2016	Friday
Martin Luther King, Jr. Birthday	January 18, 2016	Monday
Good Friday	March 25, 2016	Friday
Memorial Day	May 30, 2016	Monday
Independence Day	July 4, 2016	Monday
Labor Day	September 5, 2016	Monday
Veteran's Day	November 11, 2016	Friday
Thanksgiving	November 24 & 25, 2016	Thursday and Friday
Christmas	December 23, 26 & 27 2016	Friday, Monday and Tuesday

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Human Resources. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Human Resources Commission. Such special holiday schedules must be filed with the Office of State Human Resources.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

