



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
ADJUTANT GENERAL PERSONNEL  
1776 MILITIA WAY  
P.O. BOX 14350  
SALEM, OREGON 97309-5047

AGP

7 November 2014

Memorandum for Record

Applies to Oregon Military Department State Management and unrepresented Service and AFSCME Represented Employees

**Holidays for 2015 will be observed on the following dates:**

|                              |                        |
|------------------------------|------------------------|
| New Year's Day               | Thursday, 1 January    |
| Martin Luther King Jr.'s Day | Monday, 19 January     |
| Presidents' Day              | Monday, 16 February    |
| Memorial Day                 | Monday, 25 May         |
| Independence Day             | Friday, 3 July         |
| Labor Day                    | Monday, 7 September    |
| Veterans Day                 | Wednesday, 11 November |
| Thanksgiving Day             | Thursday, 26 November  |
| Christmas Day                | Friday, 25 December    |

Provisions regarding holiday leave and pay can be found in State Human Resource Policy 60.010.01 Holiday Leave With Pay for management and unrepresented, and in the AFSCME Military (Article 30) and Oregon Emergency Management (Article 38) bargaining agreements for AFSCME represented employees.

This memorandum does NOT apply to employees represented by the fire fighters union. Holiday leave provisions are outlined in the respective bargaining agreements.

**Day of Leave/Governor's Leave**

The Governor has granted all management, unclassified (executive) and classified unrepresented service employees a Day of Leave (formerly called Governor's Leave). Employees may take the Day of Leave on any working day from the day before Thanksgiving through January 31, 2015. Provisions may be found in State Human Resource Policy 60.000.10 Special Leaves with Pay. The leave is 8 hours for full-time employees and pro-rated for part time. The leave must be taken in one block of time, not incrementally

A similar Day of Leave was bargained for AFSCME represented staff. The leave is 8 hours to be used the working day before or after Thanksgiving, Christmas, or New Year's. If those dates are not available, employees of Oregon Emergency Management must take the leave by June 30, 2015, and employees of AFSCME Military must take the leave by January 5, 2015.

**Other bargaining agreements:**

The above memo does not apply to employees represented by the International Association of FireFighters for the Portland Air National Guard FireFighters and Klamath Falls Airport Firefighters. The respective bargaining agreements address their unique leave provisions.

State Human Resource Policy can be located at <http://www.oregon.gov/DAS/CHRO/pages/rules.aspx>  
Bargaining agreements can be located at <http://www.oregon.gov/DAS/CHRO/pages/cbas.aspx>

Paid holidays and the Day of Leave do not apply to temporary employees.

Questions may be directed to the Adjutant General Personnel Office at 503-584-3588.

Cynthia L. Forest  
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