



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
ADJUTANT GENERAL PERSONNEL
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AGP

12 October 2009

MEMORANDUM FOR Managers/Supervisors of State Employees

SUBJECT: 2010 Holiday Schedule (Revised)


1. The holiday schedule for 2010 is as follows:

New Year's Day	Friday	January 1
Martin Luther King Jr. Day	Monday	January 18
Presidents' Day	Monday	February 15
Memorial Day	Monday	May 31
Independence Day	Monday	July 5
Labor Day	Monday	September 6
Veterans' Day	Thursday	November 11
Thanksgiving Day	Thursday	November 25
Christmas Day	Friday	December 24
New Year's Day (2011)	Friday	December 31

2. Employees shall be credited for these holidays regardless of their work schedules: regular, irregular, or flexible. If a holiday falls on an employee's regularly scheduled day off, the holiday shall be rescheduled. This memorandum does NOT apply to represented employees. Employees in bargaining units are subject to the provisions concerning holidays and paid leave set forth in their respective collective bargaining agreements.

3. The Governor has also proclaimed an additional day of leave for 2009 to be used in conjunction with Thanksgiving, Christmas or New Years Day. This leave is eight (8) hours and prorated for part time employees. Employees have the option of using the work-day before or after the holiday observance day. Governor's leave may not be utilized in lieu of a furlough day.

4. Questions concerning the specific application of holiday pay may be directed to one of the HR Analysts at 503-584-3588.


STEPHEN M. PETIT
Director, State Personnel

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