



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

AGP

31 October 2011

MEMORANDUM FOR Managers/Supervisors of State Employees

SUBJECT: 2012 Holiday Schedule and 2011 Governor's Leave Day

1. The holiday schedule for 2012 is as follows:

New Year's Day	Monday	January 2
Martin Luther King Jr. Day	Monday	January 16
Presidents' Day	Monday	February 20
Memorial Day	Monday	May 28
Independence Day	Wednesday	July 4
Labor Day	Monday	September 3
Veterans' Day	Monday	November 12
Thanksgiving Day	Thursday	November 22
Christmas Day	Tuesday	December 25

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 2011 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

DISTRIBUTION:  
Managers/Supervisors List