



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
ADJUTANT GENERAL PERSONNEL  
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SALEM, OREGON 97309-5047

AGP

19 November 2015

Memorandum for Record

Applies to Oregon Military Department State Management, Unclassified Executive Service and AFSCME Represented Employees

**Holidays for 2016 will be observed on the following dates:**

New Year's Day	Friday, January 1
Martin Luther King Jr.'s Day	Monday, January 18
Presidents' Day	Monday, February 15
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veterans Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas	Monday, December 26

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.

**Paid 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). The leave is 8 hours and may be taken on any working day from the day before Thanksgiving through January 31, 2016. Provisions may be found in State Human Resource Policy 60.000.10 Special Leaves with Pay. The leave must be taken in a single block of time and is prorated for part-time employees.

A similar Day of Leave was bargained for AFSCME represented staff. The leave is 8 hours and is to be used the working day before or after Thanksgiving, Christmas, or New Year's. If those dates are not available, employees represented by AFSCME OEM must take the leave by June 30, 2016, and employees of AFSCME OMD must take the leave by January 5, 2016. The leave is available to employees who are employed as of the day before Thanksgiving for AFSCME OEM represented employees and by the day before Christmas for AFSCME OMD represented employees. The leave must be taken in a single block of time and is prorated for part-time employees.

**Other bargaining agreements:**

This 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.

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