



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

AGP

14 November 2016

Memorandum for Record

FROM: Cynthia L. Forest, Director, Adjutant General Personnel

1. Applies to Oregon Military Department State Managers and AFSCME Represented Employees. This memorandum does NOT apply to employees represented by the International Association of Fire Fighters, except 40-hour IAFF K Falls employees. Does not apply to temporary employees.
2. **Holidays for 2017 will be observed on the following dates:** per a relevant AFSCME Agreement for represented employees, and DAS State HR Policy 60.010.01 Holiday Leave with Pay for management and unclassified executive service employees.

New Year's Day	Monday, January 2 (observed)
Martin Luther King Jr.'s Day	Monday, January 16
President's Day	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veterans Day	Friday, November 10 (observed)
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas	Monday, December 25
3. **Remaining in the year 2016**

Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas	Monday, December 26 (observed)
8-hour special day of leave (aka Governor's Leave)	See provisions below
4. **Provisions for taking the special day of leave (aka Governor's Leave):** The leave is 8 hours (pro-rated for part-time employees) and must be taken in a full 8 hour increment. The leave is taken the working day before or after Thanksgiving, Christmas or New Years. If unable to take the leave during that time, the leave must be taken by the dates below.  
AFSCME OMD Employees: January 5, per the Collective Bargaining Agreement.  
AFSCME OEM Employees: June 30, per the Collective Bargaining Agreement.  
Management and Unclassified Executive Service Employees: January 31, per DAS State HR Policy 60.000.10 Special Leaves with Pay.
5. To locate the AFSCME Collective Bargaining Agreements, type the following web address into the browser of your computer: <http://www.oregon.gov/das/HR/Pages/LRU.aspx>
6. To locate DAS State HR Policies for management, type the following web address into the browser of your computer: <http://www.oregon.gov/das/Pages/policieshr.aspx>
7. Questions may be directed to the Adjutant General Personnel Office at 503-584-3588.