



TO: AGENCY HEADS & AGENCY HUMAN RESOURCES ADMINISTRATORS
DT: August 17, 2010
RE: Observance of Holidays – 2011 (REVISED)

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Martin W. Anderson, Ph.D.
Commissioner

In accordance with [C.G.S. §1-4](#) , the Holidays to be observed by the State of Connecticut in 2011 are as follows:

HOLIDAY	OBSERVED ON
New Year’s Day	Friday, December 31, 2010
Martin Luther King Day	Monday, January 17, 2011
Lincoln’s Birthday	Friday, February 11, 2011
Washington’s Birthday	Monday, February 21, 2011
Good Friday	Friday, April 22, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Columbus Day	Monday, October 10, 2011
Veterans’ Day	Friday, November 11, 2011
Thanksgiving Day	Thursday, November 24, 2011
Christmas Day	Monday, December 26, 2011

The first Holiday (New Years) for 2012 falls on Sunday, January 1, 2012. Therefore, this holiday will be observed on Monday, January 2, 2012.

Individual collective bargaining agreements are to be consulted to determine provisions regarding holiday compensation and/or compensatory time off for work performed on a holiday. Employees not covered by collective bargaining units shall receive holiday benefits in accordance with [C.G.S. §5-254](#) which states, "(a) *Each full-time permanent employee in the state service shall be granted time off with pay for any legal holiday. If a legal holiday falls on a Saturday, employees shall be granted equivalent time off on the Friday immediately preceding such Saturday or given another day off in lieu thereof. The Commissioner of Administrative Services may issue regulations governing the granting of holiday time to other employees in the state service. (b) Any employee in the state service compensated on an hourly or per diem basis shall be entitled to time off with pay commensurate with any time granted by order of the Governor to salaried employees with pay. (c) No state employee shall be required to work any legal holiday solely by reason of the convening of the general assembly on such day.*"

For future planning purposes and to address a number of inquiries received, the following facts are provided for convenience:

- Martin Luther King Jr.'s birthday is observed on the first Monday occurring on or after January fifteenth each year
- Lincoln's Birthday is observed on February 12th of each year (unless this date falls on the weekend in which case it will be observed in accordance with the Statute referenced)
- Washington's Birthday is observed on the third Monday in February
- Memorial Day is observed on the last Monday in May each year
- Labor Day is observed on the first Monday in September each year
- Columbus Day is observed on the second Monday of October each year
- Veteran's Day is observed on November 11th (unless this date falls on the weekend in which case it will be observed in accordance with the Statute referenced)

In response to a number of questions received concerning employees (who are otherwise eligible for payment for a holiday) and who are on unpaid leave before and/or after the holiday:

- Holidays are to be paid only when an employee is on the payroll at any time during the workday immediately preceding the holiday or during the workday immediately following the holiday. Exceptions include when the employee's absence is due to approved unpaid leave (1.) taken under the Voluntary Schedule Reduction Program or (2.) due to a mandatory furlough day. In these cases, the holiday is to be paid in accordance with Personnel Regulations Section 5-248c-3(e).

Human Resources Professionals should direct questions concerning this information to: Heather.Tweeddale@CT.Gov; Pauline.Mahoney@CT.Gov or Shari.Grzyb@CT.Gov. Employees should contact their Human Resources Office directly.

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