



**DEPARTMENT OF ADMINISTRATIVE SERVICES**

450 Columbus Boulevard, Suite 1501, Hartford, CT 06103

TO: AGENCY HEADS & AGENCY HUMAN RESOURCE ADMINISTRATORS

DATE: January 24, 2017

RE: Observance of Holidays – 2018

In accordance with [C.G.S. §1-4](#), the Holidays to be observed by the State of Connecticut in 2018 are as follows:

HOLIDAY	OBSERVED ON
New Year's Day	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018
Lincoln's Birthday	Monday, February 12, 2018
Washington's Birthday	Monday, February 19, 2018
Good Friday	Friday, March 30, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Columbus Day	Monday, October 8, 2018
Veterans' Day	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018
Christmas Day	Tuesday, December 25, 2018

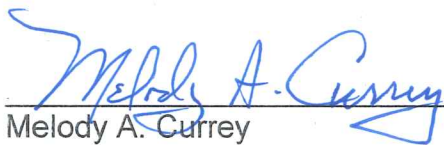
**The first Holiday (New Year's) for 2019 falls on Tuesday, January 1, 2019.**

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. A general worker employed in a position by the Department of Developmental Services as a self-advocate, not to exceed eleven such general workers, shall be granted time off with pay for any legal holiday that falls on a day that the general worker is regularly scheduled to work and provided the pay shall be for the number of hours the general worker would have been scheduled to work. 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, which regulations shall be approved by the Secretary of the Office of Policy and Management.* (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 whose duties are not directly concerned with the business of the General Assembly 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 12<sup>th</sup> 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 each year
- 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 11<sup>th</sup> (unless this date falls on the weekend in which case it will be observed in accordance with the Statute referenced)
- 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 their HR Consultant. Employees should contact their Human Resources Office directly.



Melody A. Currey  
Commissioner  
Department of Administrative Services

17-02