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ALAN J. MAZZOLA  
Deputy Commissioner

TO: AGENCY PERSONNEL ADMINISTRATORS

DT: March 8, 2002

RE: Observance of Holidays - 2003

The Holidays to be observed by the State in 2003 are:

2003	Holiday	Observed On
January 1	New Year's Day	Wednesday, January 1, 2003
January 15	Martin Luther King's Day	Monday, January 20, 2003
February 12	Lincoln's Birthday	Wednesday, February 12, 2003
February 22	Washington's Birthday	Monday, February 17, 2003
April 18	Good Friday *	Friday, April 18, 2003
May 26	Memorial Day	Monday, May 26, 2003
July 4	Independence Day	Friday, July 4, 2003
September 1	Labor Day	Monday, September 1, 2003
October 12	Columbus Day	Monday, October 13, 2003
November 11	Veterans' Day	Tuesday, November 11, 2003
November 27	Thanksgiving Day **	Thursday, November 27, 2003
December 25	Christmas Day	Thursday, December 25, 2003

\* The day which will be designated by the Governor as a day of Fasting and Prayer.

\*\* The day which will be designated by the Governor as a day of Thanksgiving.

For 2004, the first Holiday will be January 1, 2004 – New Year's Day and will be observed on Thursday, January 1, 2004.

Individual collective bargaining agreements are to be consulted to determine provisions concerning 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 Section 5-254 of the General Statutes 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 a 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."

This memorandum has been added to the "Official Memoranda" Index on the DAS Website – Human Resources Services for your convenience.

Please share this information with your staff. Contact Shari Grzyb at (860) 713-5176 should you have any questions concerning this memorandum.

*Alan J. Mazzola*

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ALAN J. MAZZOLA  
DEPUTY COMMISSIONER

**02-01**