



To: Agency Heads and Chancellors

From: C. Neal Alexander, Jr.

Date: August 15, 2016

Subject: 2018 Holiday Schedule

Listed below are the holidays that will be observed by State employees during 2018.

New Year's Day	January 1, 2018	Monday
Martin Luther King, Jr. Birthday	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veteran's Day	November 12, 2018	Monday
Thanksgiving	November 22 & 23, 2018	Thursday and Friday
Christmas	December 24, 25 & 26 2018	Monday, Tuesday & Wednesday

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Human Resources. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Human Resources Commission. Such special holiday schedules must be filed with the Office of State Human Resources.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operations; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

