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MEMORANDUM

PERSONNEL MEMO 18-11

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Thomas B. Stephens, Secretary 

Date: November 1, 2018

Re: 2019 Holidays for State Personnel

As stated in KRS 18A.190, KRS 2.110 and KRS 2.190, state offices shall be closed and state employees shall be given a holiday on the following days:

Martin Luther King, Jr.'s Birthday	Monday, January 21, 2019
Good Friday (1/2 day)	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Veterans Day	Monday, November 11, 2019
Thanksgiving	Thursday, November 28, 2019 Friday, November 29, 2019
Christmas	Tuesday, December 24, 2019 Wednesday, December 25, 2019
New Year's Day	Tuesday, December 31, 2019 Wednesday, January 1, 2020

These statutory provisions apply to all active employees. No criteria with respect to work schedules are applicable in determining eligibility for holiday pay. All active employees are to receive holiday pay, regardless of whether the employee is scheduled to work on that particular holiday. Please take the necessary steps to ensure compliance with the following:

- Full-time employees are to receive either 7.5 or 8.0 hours of holiday pay, based on the employee's work-week schedule. This also applies to full-time interim employees.
- Part-time employees are to receive 3.75 or 4.0 hours of holiday pay, based on the employee's work-week schedule. This also applies to part-time interim employees.

A part-time interim employee is an interim employee who normally works less than 100 hours in a month. This determination is made by each employing agency and each agency is responsible for coding the appropriate amount of holiday pay for these employees.

Please ensure this memorandum is brought to the attention of all state employees under your supervision. Please be certain that delivery of essential services to the public will not be impaired.

Thank you for your cooperation. If you have questions regarding this memorandum, please contact the Department of Human Resources Administration in the Personnel Cabinet at (502) 564-7571.