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**MEMORANDUM**

**PERSONNEL MEMO 19-20**

**To:** Constitutional Officers  
Cabinet Secretaries  
Agency Heads  
HR Administrators

**From:** Thomas B. Stephens, Secretary

TBS

**Date:** November 22, 2019

**Re:** 2020 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 20, 2020
Good Friday (1/2 day)	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Presidential Election	Tuesday, November 3, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving	Thursday, November 26, 2020 Friday, November 27, 2020
Christmas	Thursday, December 24, 2020 Friday, December 25, 2020
New Year's Day	Thursday, December 31, 2020 Friday, January 1, 2021

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.