



STATE OF INDIANA  
OFFICE OF THE GOVERNOR  
State House, Second Floor  
Indianapolis, Indiana 46204

Michael R. Pence  
Governor

**TO: ALL APPOINTING AUTHORITIES**

The following is a list of the 2016 state holidays and the dates on which they are observed:

New Year's Day	Friday	January 1, 2016
Martin Luther King, Jr. Day	Monday	January 18, 2016
Good Friday	Friday	March 25, 2016
Primary Election Day	Tuesday	May 3, 2016
Memorial Day	Monday	May 30, 2016
Independence Day	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Columbus Day	Monday	October 10, 2016
General Election Day	Tuesday	November 8, 2016
Veterans Day	Friday	November 11, 2016
Thanksgiving Day	Thursday	November 24, 2016
Lincoln's Birthday	Friday	November 25, 2016
Washington's Birthday	Friday	December 23, 2016
Christmas Day	Sunday	December 25, 2016**
Christmas Day	Monday	December 26, 2016*

\* Operations regularly scheduled Monday – Friday.

\*\* Operations regularly scheduled on Saturday/Sunday.

All full-time, part-time and hourly employees occupying permanent positions must be compensated for all holidays listed above. To be eligible for compensation, the employee must be in pay status during the week in which the holiday is observed. Employees are not compensated for holidays which are observed prior to the first workday of employment or for holidays which are observed after their last workday of employment. Full-time, part-time or hourly employees occupying permanent positions who are not scheduled to work on the dates listed above, and who do not work, shall receive holiday pay equal to one-tenth of their base bi-weekly salary. Employees occupying permanent full-time, part-time or hourly positions who do work on the holiday are entitled to payment for the hours worked and to the option of either payment equal to one-tenth of their base bi-weekly salary or compensatory time off for the holiday at the employee's discretion. Intermittent and temporary employees shall not receive holiday pay. Intermittent and temporary employees who work on a date indicated above will be paid for the hours worked.

**PLEASE DISTRIBUTE A COPY OF THIS MEMORANDUM TO ALL YOUR EMPLOYEES.**