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

Mitchell E. Daniels, Jr.
Governor

TO: ALL APPOINTING AUTHORITIES

The following is a list of the 2012 state holidays and the dates on which they will be observed:

New Year's Day	Sunday	January 1, 2012**
New Year's Day	Monday	January 2, 2012*
Martin Luther King, Jr. Day	Monday	January 16, 2012
Good Friday	Friday	April 6, 2012
Primary Election Day	Tuesday	May 8, 2012
Memorial Day	Monday	May 28, 2012
Independence Day	Wednesday	July 4, 2012
Labor Day	Monday	September 3, 2012
Columbus Day	Monday	October 8, 2012
General Election Day	Tuesday	November 6, 2012
Veterans Day	Sunday	November 11, 2012**
Veterans Day	Monday	November 12, 2012*
Thanksgiving Day	Thursday	November 22, 2012
Lincoln's Birthday	Friday	November 23, 2012
Washington's Birthday	Monday	December 24, 2012
Christmas Day	Tuesday	December 25, 2012

* 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.

M E Daniels, Jr.