



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

Eric J. Holcomb  
Governor

---

**TO: ALL APPOINTING AUTHORITIES**

The following is a list of the 2020 state holidays and the dates on which they will be observed:

New Year's Day	Wednesday	January 1, 2020
Martin Luther King, Jr. Day	Monday	January 20, 2020
Good Friday	Friday	April 10, 2020
Memorial Day	Monday	May 25, 2020
Primary Election Day	Tuesday	June 2, 2020
Independence Day	Friday	July 3, 2020*
Independence Day	Saturday	July 4, 2020**
Labor Day	Monday	September 7, 2020
Columbus Day	Monday	October 12, 2020
General Election Day	Tuesday	November 3, 2020
Veterans Day	Wednesday	November 11, 2020
Thanksgiving Day	Thursday	November 26, 2020
Lincoln's Birthday	Friday	November 27, 2020
Washington's Birthday	Thursday	December 24, 2020
Christmas Day	Friday	December 25, 2020

\*For operations regularly scheduled Monday – Friday.

\*\*For 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, in the following circumstances. To be eligible for compensation, the employee must be in pay status during the week in which the holiday is observed; however, 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. Compensation for holidays for eligible active full-time employees is 7.5 hours of compensatory time off or 7.5 multiplied by the employee's base hourly rate. Eligible part-time or hourly employees on permanent appointment will receive holiday pay or compensatory time off calculated as one-tenth of the regular biweekly hours assigned, rounded to the nearest quarter-hour. Eligible employees who are required to work on a holiday will be compensated for the hours worked and may opt to receive holiday pay or compensatory time off. Eligible employees not required to work will receive holiday pay. For this purpose, the term "eligible employees" applies to employees in state civil service except Institutional Teachers at the Indiana School for the Deaf and the Indiana School for the Blind/Visually Impaired, and police officers who have elected a 28-day work period in accordance with 31 IAC 5-7-8(b). 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.**

  
\_\_\_\_\_  
ERIC HOLCOMB