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 2011 state holidays and the dates on which they will be observed:

New Year's Day	Friday	December 31, 2010*
	Saturday	January 1, 2011**
Martin Luther King, Jr. Day	Monday	January 17, 2011
Good Friday	Friday	April 22, 2011
Primary Election Day	Tuesday	May 3, 2011
Memorial Day	Monday	May 30, 2011
Independence Day	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Columbus Day	Monday	October 10, 2011
General Election Day	Tuesday	November 8, 2011
Veterans' Day	Friday	November 11, 2011
Thanksgiving Day	Thursday	November 24, 2011
Lincoln's Birthday	Friday	November 25, 2011
Washington's Birthday	Friday	December 23, 2011*
	Saturday	December 24, 2011**
Christmas Day	Sunday	December 25, 2011**
	Monday	December 26, 2011*

* 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.