



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 2023 state holidays and the dates on which they will be observed:

| | | |
|-----------------------------|----------|---------------------|
| New Year's Day | Sunday | January 1, 2023** |
| | Monday | January 2, 2023* |
| Martin Luther King, Jr. Day | Monday | January 16, 2023 |
| Good Friday | Friday | April 7, 2023 |
| Primary Election Day | Tuesday | May 2, 2023 |
| Memorial Day | Monday | May 29, 2023 |
| Independence Day | Tuesday | July 4, 2023 |
| Labor Day | Monday | September 4, 2023 |
| Columbus Day | Monday | October 9, 2023 |
| General Election Day | Tuesday | November 7, 2023 |
| Veterans Day | Friday | November 10, 2023* |
| | Saturday | November 11, 2023** |
| Thanksgiving Day | Thursday | November 23, 2023 |
| Lincoln's Birthday | Friday | November 24, 2023 |
| Christmas Day | Monday | December 25, 2023 |
| Washington's Birthday | Tuesday | December 26, 2023 |

*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.

