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Gerina D. Whethers
SECRETARY

MEMORANDUM

PERSONNEL MEMO 22-14

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource Administrators

From: Gerina D. Whethers, Secretary

Date: October 28, 2022

Re: **2023 Holidays for State Personnel**

As stated in KRS 18A.190, KRS 2.110 and KRS 2.190, state offices shall be closed and state employees shall be given a holiday on the following days:

Martin Luther King, Jr.'s Birthday	Monday, January 16, 2023
Good Friday (1/2 day)	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Veterans Day	Friday, November 10, 2023
Thanksgiving	Thursday, November 23, 2023 Friday, November 24, 2023
Christmas	Monday, December 25, 2023 Tuesday, December 26, 2023
New Year's Day	Friday, December 29, 2023 Monday, January 1, 2024

These statutory provisions apply to all active employees. No criteria with respect to work schedules are applicable in determining eligibility for holiday pay. All active employees are to receive holiday pay, regardless of whether the employee is scheduled to work on that particular holiday. Please take the necessary steps to ensure compliance with the following:

- Full-time employees are to receive either 7.5 or 8.0 hours of holiday pay, based on the employee's work-week schedule. This also applies to full-time interim employees.
- Part-time employees are to receive 3.75 or 4.0 hours of holiday pay, based on the employee's work-week schedule. This also applies to part-time interim employees.

A part-time interim employee is an interim employee who normally works less than 100 hours in a month. This determination is made by each employing agency and each agency is responsible for coding the appropriate amount of holiday pay for these employees.

Please ensure this memorandum is brought to the attention of all state employees under your supervision. Please be certain that delivery of essential services to the public will not be impaired.

Thank you for your cooperation. If you have questions regarding this memorandum, please contact the Department of Human Resources Administration in the Personnel Cabinet at (502) 564-7571.