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GOVERNOR

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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 23-11

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource Administrators

From: Mary Elizabeth Bailey, Secretary

Date: November 13, 2023

Re: **2024 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:

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| Martin Luther King, Jr.'s Birthday | Monday, January 15, 2024 |
| Good Friday (1/2 day) | Friday, March 29, 2024 |
| Memorial Day | Monday, May 27, 2024 |
| Independence Day | Thursday, July 4, 2024 |
| Labor Day | Monday, September 2, 2024 |
| Presidential Election Day | Tuesday, November 5, 2024 |
| Veterans Day | Monday, November 11, 2024 |
| Thanksgiving | Thursday, November 28, 2024 Friday, November 29, 2024 |
| Christmas | Tuesday, December 24, 2024 Wednesday, December 25, 2024 |
| New Year's Day | Tuesday, December 31, 2024 Wednesday, January 1, 2025 |

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.