



Andy Beshear
GOVERNOR

PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone: (502) 564-7430
Fax: (502) 564-7603

Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 24-20

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource Administrators

From: Mary Elizabeth Bailey, Secretary *MES*

Date: November 17, 2024

Re: **2025 Holidays for State Personnel**

As stated in [KRS 18A.190](#), [KRS 2.110](#), [KRS 2.190](#), and Executive Order 2024-155, 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 20, 2025
- Good Friday (1/2 day) - Friday, April 18, 2025
- Memorial Day - Monday, May 26, 2025
- Juneteenth - Thursday, June 19, 2025
- Independence Day - Friday, July 4, 2025
- Labor Day - Monday, September 1, 2025
- Veterans Day - Tuesday, November 11, 2025
- Thanksgiving - Thursday, November 27, 2025 & Friday, November 28, 2025
- Christmas - Thursday, December 25, 2025 & Friday, December 26, 2025
- New Year's – Thursday, January 1, 2026 & Friday, January 2, 2026

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, including interims, 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, including interims, 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.