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MARCIA S. ADAMS
EXECUTIVE DIRECTOR

Human Resources Division
Samuel L. Wilkins
DIRECTOR

803-896-5300
FAX 803-896-5050

MEMORANDUM

TO: Agency Directors and Human Resources Directors of All Agencies,
Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins

DATE: June 18, 2015

SUBJECT: 2016 Holiday Schedule

Listed below are dates on which legal holidays for South Carolina State employees will be observed in 2016. Agencies should ensure that employees in FTE positions who do not work a normal Monday through Friday workweek shall observe the same number of holidays as those employees who work the normal Monday through Friday workweek.

<u>Holiday</u>	<u>Observed on This Day</u>
New Year's Day	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 18
George Washington's Birthday/President's Day	Monday, February 15
Confederate Memorial Day	Tuesday, May 10
National Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veterans Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day After Thanksgiving	Friday, November 25
Christmas Eve	Friday, December 23 (observance)
Christmas Day	Monday, December 26 (observance)
Day After Christmas	Tuesday, December 27 (expected observance)

Holiday schedules of public colleges and universities, including technical colleges, shall not violate the holiday provisions above so long as the number of holidays provided for in Section 53-5-10 of the S.C. Code of Laws are not exceeded.

If you have any questions regarding holiday observance, please refer to our website or call your Human Resources Consultant at 803-896-5300.