

STATE OF MAINE  
Department of Personnel

December 9, 1977

Personnel Memorandum 25-77

To: All Agency Heads

Subject: Office Closing

Due to adverse weather conditions, all state agencies, may release state employees at noon today.

All second and third shift employees should contact their appropriate supervisor to determine the necessity for reporting to work. Compensatory time off will not be authorized to those required to perform essential services. The purpose of allowing release of employees is to reduce traffic congestion and travel hazards.

Employees absent due to authorized vacation or sick leave will be charged for the type of leave previously authorized.

ROBERT J. STOLT  
COMMISSIONER