

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 14, 1978

PERSONNEL MEMORANDUM 4-78

TO: All Agency/Department Heads
SUBJECT: Early Release - January 20, 1978

On January 20, 1978, the City of Portland requested that State employees be released early by their respective agencies to facilitate city snow removal operations.

This memo will authorize that the early release be without loss of pay or appropriate leave credits to those employees released early.

Compensatory time off will not be authorized for those not released early, nor to those required to report for shift duty.

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

This applies to Portland only.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS