

STATE OF MAINE
DEPARTMENT OF PERSONNEL

December 22, 1980

PERSONNEL MEMORANDUM 28-80

TO: To Agency/Department Heads/Personnel Representatives

SUBJECT: Administrative Closing of Offices - December 26, 1980

On December 16, 1980, Governor Joseph E. Brennan announced that it is his wish to administratively close most state offices and facilities on Friday, December 26, 1980.

In follow-up to this announcement, the following administrative practices are to be followed:

- (1) Employees who have been authorized use of sick or vacation leave which included December 26, 1980, are not to be charged either vacation or sick leave credits for this day.
- (2) If an employee's regularly-scheduled day off occurs on Friday, December 26, no additional time off or compensation will be granted.

ROBERT W. MAXWELL
TEMPORARY DEPUTY COMMISSIONER

PLEASE REPRODUCE LOCALLY FOR DISTRIBUTION PURPOSES