

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

December 17, 1990

HUMAN RESOURCES MEMORANDUM 27-90

TO: All Agency/Department Heads/Personnel Officers

SUBJECT: Holiday Announcement

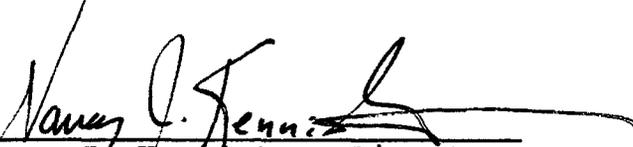
This year the Christmas holiday will be observed on Tuesday, December 25, 1990 and the New Year's Day holiday on Tuesday, January 1, 1991.

Monday, December 24, 1990 and Monday, December 31, 1990 will be regular work days.

Paid leaves from work for December 24 and December 31 may be requested and approved in advance by each appointing authority in accordance with the State's vacation or compensatory time off policy.

Employees who may be absent due to illness or disability on December 24 and/or December 31 will have these absences charged to sick leave credits.

Employees who are authorized time off without pay for December 24 and/or December 31, 1990 under the Voluntary Cost Savings Program will not be affected by this announcement.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS