

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

July 26, 1991

HUMAN RESOURCES MEMORANDUM 25-91

TO: Agency/Department Heads/Personnel Officers and
Directors of Administrative Services

SUBJECT: Effect of July Closures on Employment Service Credits

The time that employees did not work as the result of the closure of State Government during the first week of July, 1991 and from July 11 through July 16, 1991 will be considered as time worked for purposes of longevity, vacation accrual, merit increases, probationary service and other benefits based on total service.

Employees who were scheduled to return from an authorized leave on a date that State Government was closed should be returned from leave on that date. For record purposes, the comment section of the employee's Human Resource Profile should explain: "State Government closed this date."


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES