

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
Bureau of Human Resources  
May 22, 2009

HUMAN RESOURCES MEMORANDUM 05-09

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: State Government Office Closures

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The proposed budget legislation for the next biennium has a provision which requires all executive branch state departments, agencies, and offices (except those operations determined to be exempt by the nature of the services provided as established by the Commissioner of DAFS) to be closed for 10 days in fiscal year 2009-2010 and 10 days in fiscal year 2010-2011. The proposed tentative dates of these closures are as follows:

**FY 2009-2010**

Monday, July 6, 2009  
Friday, August 7, 2009  
Friday, September 4, 2009  
Friday, October 9, 2009  
Thursday, December 24, 2009  
Friday, January 15, 2010  
Friday, February 12, 2010  
Friday, March 12, 2010  
Friday, April 16, 2010  
Friday, May 28, 2010

**FY 2010-2011**

Friday, July 2, 2010  
Friday, August 6, 2010  
Friday, September 3, 2010  
Friday, October 8, 2010  
Thursday, December 23, 2010  
Friday, January 14, 2011  
Friday, February 18, 2011  
Friday, March 18, 2011  
Friday, April 15, 2011  
Friday, May 27, 2011

Employees not required to work because their departments, agencies, and offices are closed on those days must take the days off without pay. No employee leave with pay or unpaid leaves pursuant to the Voluntary Employee Incentive Program are allowed for those days designated as State Government Closure Days.

**S / Alicia Kellogg**

Alicia Kellogg, Director  
Bureau of Human Resources