

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
May 27, 2009

HUMAN RESOURCES MEMORANDUM 06-09

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

SUBJECT: State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011

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This Memorandum supersedes Human Resources Memorandum 05-09. The dates identified below represent a change from that earlier Memorandum.

The 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 dates identified for 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
Tuesday, February 16, 2010
Friday, March 12, 2010
Tuesday, April 20, 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
Tuesday, February 22, 2011
Friday, March 18, 2011
Tuesday, April 19, 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