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MEMORANDUM

PERSONNEL MEMO 15-04

TO: Cabinet Secretaries
Agency Heads
Human Resource Administrators

DATE: February 26, 2015

FROM: Tim Longmeyer **TML**

SUBJECT: 2015 Earth Day Celebration

First Lady Jane Beshear is collaborating with the Energy and Environment Cabinet and the Kentucky Environmental Education Council to host the 2015 Earth Day Celebration in Brown-Forman Room and Cralle-Day Garden at the Kentucky History Center in downtown Frankfort. The event will be held on Thursday, April 9, 2015, from 10:30 a.m. until 1:00 p.m. A number of state agencies and other exhibitors will have booths to educate state employees and the public about how to become better environmental stewards.

We ask that you allow employees, upon request, up to two hours to attend this event with prior supervisory approval.