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MEMORANDUM

PERSONNEL MEMO 15-32

TO: Cabinet Secretaries
Agency Heads
Constitutional Officers
HR Administrators

FROM: Dinah Bevington, Secretary *DJB*

DATE: November 12, 2015

SUBJECT: Inauguration Day Instructions

Governor-Elect Matt Bevin has requested that the following information be disseminated and posted in state offices:

All state government offices will be closed on Inauguration Day, Tuesday, December 8, 2015. Please be certain that delivery of essential services to the public will not be impaired. Employees in twenty-four (24) hour facilities, and other employees who are required by the nature of their duties to work despite the closure of state offices, shall be granted compensatory time for the hours worked.

Additional time coding information from the Personnel Cabinet to HR Administrators is forthcoming.