



**Matthew G. Bevin**  
Governor

**PERSONNEL CABINET**  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone (502) 564-7430  
Fax (502) 564-7603  
[www.personnel.ky.gov](http://www.personnel.ky.gov)

**Thomas B. Stephens**  
Secretary

**MEMORANDUM**

**PERSONNEL MEMO 16-05**

**TO:** Constitutional Officers  
Cabinet Secretaries  
Agency Heads  
HR Administrators

**FROM:** Thomas B. Stephens, Secretary *ECT for TBS*

**DATE:** January 6, 2016

**SUBJECT:** **Early Payroll Distribution**

Monday, February 15, 2016 is a federal holiday affecting banking systems. To avoid any disruption in pay, payday will be observed on Friday, February 12, 2016 instead of Monday, February 15, 2016.

Please direct any questions regarding this early payroll distribution to Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration in the Personnel Cabinet at (502) 564-7571.