

**KENTUCKY
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THOMAS B. STEPHENS
SECRETARY

PERSONNEL MEMORANDUM 16-60

TO: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary

TBS

DATE: November 22, 2016

RE: Early Pay Distribution

The final pay for December will be issued on Thursday, December 22, 2016. This pay will cover the December 1-15 pay period and is being issued early as part of a long-standing tradition of paying state employees prior to the Christmas holiday.

Please be advised that beginning in 2017, this early issuance of the final December pay will be discontinued and employees will be paid according to the regular payroll schedule, pursuant to 101 KAR 2:095, Section 10.

If you have any questions, please contact Commissioner Mary Elizabeth Bailey, Department of Human Resources Administration, via email at MaryE.Bailey@ky.gov or by phone at 502-564-7571.

Thank you.