

**KENTUCKY
PERSONNEL
CABINET**

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THOMAS B. STEPHENS
SECRETARY

MEMORANDUM

PERSONNEL MEMO 16-62

To: Cabinet Secretaries
Constitutional Officers
Agency Heads
HR Administrators

From: Thomas B. Stephens, Secretary

Date: December 1, 2016

Re: Christmas Open House



Governor and Mrs. Bevin will host a Christmas Open House at the Governor's Mansion on Friday, December 16, 2016 from 2:00 p.m. – 4:30 p.m. Employees should be given up to two hours to attend this event, with supervisor's approval.

If you have any questions, please contact my office.