



**MATTHEW G. BEVIN**  
**GOVERNOR**

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**THOMAS B. STEPHENS**  
**SECRETARY**

**MEMORANDUM**

**PERSONNEL MEMO 17-15**

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

**From:** Thomas B. Stephens, Secretary

A handwritten signature in blue ink, appearing to read "TBS", is placed over the printed name of Thomas B. Stephens.

**Date:** December 5, 2017

**Re:** Christmas Open House

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Governor and Mrs. Bevin will host a Christmas Open House at the Governor's Mansion on Friday, December 15, 2017 from 2:30 p.m. – 4:30 p.m. Employees should be given up to two hours to attend this event, with supervisor approval.

If you have any questions, please contact my office.