

**MATTHEW G. BEVIN**  
GOVERNOR




**THOMAS B. STEPHENS**  
SECRETARY

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**MEMORANDUM**

**PERSONNEL MEMO 18-14**

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

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

**Date:** December 10, 2018

**Re:** State Employee Christmas Open House

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Governor and Mrs. Bevin will host a State Employee Christmas Open House at the Governor's Mansion on Wednesday, December 12, 2018 from 2:00 p.m. – 4:00 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.