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MEMORANDUM

PERSONNEL MEMO 19-21

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Thomas B. Stephens, Secretary 

Date: November 22, 2019

Re: Inauguration Day Instructions

All state government offices will be closed on Inauguration Day, Tuesday, December 10, 2019. Please be certain that delivery of essential services to the public will not be impaired. Employees in twenty-four (24) hour facilities, and other employees who are required by the nature of their duties to work despite the closure of state offices, shall be granted compensatory time for the hours worked.

Additional time coding information from the Personnel Cabinet to HR Administrators is forthcoming.