

State of Colorado




Bill Ritter, Jr.
Governor
Rich Gonzales
Executive Director
Jennifer Okes
Deputy Executive Director

DPA

**Department of Personnel
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MEMORANDUM

October 24, 2008

TO: Executive Directors and Higher Education Presidents
FROM: Rich Gonzales, Executive Director 
SUBJECT: **YEAR-END ADMINISTRATIVE LEAVE**

Governor Ritter, in recognizing the dedication and hard work of state employees, has directed me, under my authority as State Personnel Director, to authorize you to grant your department's employees eight (8) hours of administrative leave.

Leave may be taken on one of the following days: Friday, November 28, 2008, Wednesday, December 24, 2008, Friday, December 26, 2008, Wednesday, December 31, 2008, or Friday, January 2, 2009, as authorized. It is expected that your organization will be operating and providing all services to citizens on each of those days.

cc: Honorable Bill Ritter, Jr., Governor
Jim Carpenter, Chief of Staff, Governor's Office
Stephanie Villafuerte, Deputy Chief of Staff, Governor's Office
Norm Brisson, Chief Administrative Officer, Governor's Office
Administrative HR Directors

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