



COMMONWEALTH of VIRGINIA

Department of Human Resource Management

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MEMORANDUM

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson

SUBJECT: July 4th Holiday

I am pleased to advise you that Governor Kaine has authorized additional holiday time for all state employees in celebration of Independence Day. Therefore, state offices will be closed Monday, July 3 as well as Tuesday, July 4, 2006.

Normal agency procedures as set forth in the Department of Human Resource Management Policy 4.25, Holidays, will be used in implementing this additional holiday leave for agencies with 24-hour operations. In addition, agencies with unique customer service requirements may modify the holiday schedule, at the discretion of the agency director, so as not to adversely impact service to the citizens of the Commonwealth.

If you have any questions, please contact the Office of Agency Human Resource Services policy@dhrm.virginia.gov.