



COMMONWEALTH of VIRGINIA

Office of the Governor

Mark R. Warner
Governor

October 18, 2004

Memorandum

TO: State Employees

FROM: Mark R. Warner

Re: Additional Holiday Time

I am pleased to announce an early decision regarding the schedule for the Thanksgiving and Christmas holidays to allow you to make personal plans and to give your agency time to ensure adequate coverage during the holiday period.

Following is the holiday leave schedule for 2004:

- Wednesday, November 24, State offices will close at 1:00 p.m.
 - *4 additional hours*
- Thanksgiving Day and the day following (November 25 and 26)
- Thursday, December 23, State offices will close at 1:00 p.m.
 - *4 additional hours*
- Friday, December 24 (Christmas Eve)
- Friday, December 31 (New Years Eve)

You and your colleagues have responded to a number of challenges during the past year. Despite the obstacles, together we have accomplished much that will benefit the people of the Commonwealth for years to come. I'm proud of you and grateful for all you do – day in and day out.

Lisa and I wish you and your family a happy holiday season. During this special time, it's important for us all to reflect on the freedom we enjoy and to remember the men and women who are serving our country in perilous times and places.