



COMMONWEALTH of VIRGINIA  
Office of the Governor

Viola O. Baskerville  
Secretary of Administration

November 19, 2008

**MEMORANDUM**

TO: Employees of Executive Branch Agencies  
FROM: Viola O. Baskerville, Secretary of Administration  
SUBJECT: 2008-09 Holiday Schedule Reminder

With the holiday season fast approaching I would like to remind you of the 2008 and 2009 Holiday Schedule

- Thanksgiving Wednesday, November 26, close at noon (*4 additional hours*)  
Thursday, November 27  
Friday, November 28
- Christmas Wednesday, December 24, close at noon (*4 additional hours*)  
Thursday, December 25  
Friday, December 26 (*8 additional hours*)
- New Year's Thursday, January 1, 2009  
Friday, January 2 (*8 additional hours*)

Agencies with unique customer service requirements may modify the holiday schedule so as not to adversely impact services. Please contact your agency Human Resource Office if you have any questions.

The Governor and his staff wish you and your family a very happy holiday season.