



Sacramento
Employment and
Training
Agency

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July 1, 2016

Dear SETA Employees:

The Sacramento Employment and Training Agency will be closed for business at noon Friday, December 23, 2016, through Monday, January 2, 2017. The Agency will re-open for business on Tuesday, January 3, 2017.

As always during Agency closure, you may use your available accrued leave balances, excluding sick leave, to cover the half days on December 23rd and December 30th and time off on December 27, 28 and 29, 2016. If you choose NOT to use your accrued leave balances to cover some or all of those dates, you will NOT be paid for those days.

In order to get paid for the holidays (half days on December 23 and December 30, full shift on December 26 and January 2) you must be on "paid status" for the full shift on December 22 and full shift on January 3, 2017. "Paid status" means working your available shift or using any available accrued leave balances (vacation, CTO and personal leave) excluding sick leave.

Probationary employees will be allowed to utilize their vacation accruals during the closure.

Please schedule and plan your accrued leave to cover the time to be used during this closure.

If you have any questions, please contact your immediate supervisor/manager.

Sincerely,

Kathy Kossick
Executive Director

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"Preparing People for Success: in School, in Work, in Life"