



Sacramento  
Employment and  
Training  
Agency

July 13, 2018

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**KATHY KOSSICK**

Executive Director

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Dear SETA Employees:

The Sacramento Employment and Training Agency will be closed for business on Monday, December 24, 2018 through Tuesday, January 1, 2019. The Agency will re-open for business on Wednesday, January 2, 2019.

As always during Agency closure, you may use your available accrued leave balances, excluding sick leave, to cover the half days on December 24<sup>th</sup> and December 31<sup>st</sup>, and time off on December 26, 27, and 28, 2018. 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 Monday, December 24<sup>th</sup> and Monday, December 31<sup>st</sup>, full shift on December 25 and January 1) you must be on "paid status" for the full shift on Friday, December 21, 2018 and full shift on Wednesday, January 2, 2019. "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, per Section 9.2(g) of the labor agreement with AFSCME.

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"***