



Sacramento
Employment and
Training
Agency

July 8, 2019

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925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

Dear SETA Employees:

The Sacramento Employment and Training Agency will be closed for business at Noon on Tuesday, December 24, 2019 through Wednesday, January 1, 2020. The Agency will re-open for business on Thursday, January 2, 2020.

As always during the Agency closure, you may use your available accrued leave balances, excluding sick leave, to cover the half days on December 24 and December 31, and time off on December 26, 27, and 30, 2019. 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 Tuesday, December 24 and Tuesday, December 31, full shift on December 25 and January 1) you must be on "paid status" for the full shift on Monday, December 23, 2019 and full shift on Thursday, January 2, 2020. "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"