

TO CIVIL SERVICE SUPERVISORS:

This is to advise you that Armistice Day, Saturday, November 11, has been designated a holiday by the Governor under Rule 10.9 of the Civil Service Rules.

It is recommended that wherever possible the University offices and departments observe the holiday and give the day off to their Civil Service staff. Offices which find it necessary to stay open in the morning should file with the Business Office application for overtime credit of one-half day for each Civil Service employee who did not take the morning off.

11-8-44

RAYMOND NICHOLS
Executive Secretary