



MEMORANDUM

**TO: NOWCC/SEE Program Enrollees,
EPA Monitors & EPA SEE Coordinators**

FROM: Greg Merrill, President

DATE: February 8, 2008

RE: Individual Holiday Policy Update

The National Older Worker Career Center has updated the SEE Program Enrollee Individual Holiday Policy.

One Individual Holiday is available to an enrollee each calendar year, in addition to the other 10 holidays. It must be used in the current calendar year and may not be carried over to another calendar year.

Individual Holiday hours must be taken during one day and may not be split amongst several days. The amount of Individual Holiday leave available is calculated in the same way as holiday leave.

The Individual Holiday should be approved in advance in writing by the Monitor.

If you have any questions please contact your NOWCC field office.

Eastern Field Office – Arlington, VA:	703.558.4200
South Central Field Office – Dallas, TX:	214.744.0042
Western Field Office – Denver, CO:	303.238.0497