



MEMORANDUM

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

FROM: Yvonne Bolton,
Payroll Manager

A handwritten signature in black ink that reads "Yvonne Bolton".

SUBJECT: December 26th Holiday

DATE: December 16, 2008

President Bush has declared Friday, December 26, 2008 as a Holiday. The code "H" should be entered under the "Code" column and the holiday leave hours should be entered under the "Regular Hours" column on the Time and Attendance Report for the 26th. For those enrollees on the electronic time sheets please enter the hours in the "Hours" column, the holiday code will be prefilled under the earnings code column. Remember enrollees get the Holiday regardless of whether it is a regular work day or not. Any enrollee who had planned to use leave for the 26th should claim this day as a Holiday instead.

Please direct any questions to your NOWCC SEE Program Field Director.