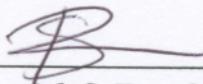




MEMORANDUM

TO: ALL CONCERNED
The Executive Branch

FROM: 
Sherrick S. Roanhorse, *Chief of Staff*
Office of the President and Vice-President

DATE: December 2, 2011

SUBJECT: Closing of Executive Branch Offices at 3:00p.m.

Due to inclement weather and icy road conditions in the Window Rock area and across the Navajo Nation, executive branch employees, except emergency, roads, and essential personnel, are granted two (2) hours of administrative leave today. To ensure the safety and welfare of our constituents and employees, all offices will be closed today at 3:00p.m.

Please coordinate with your respective workplace(s) and drive safely. If you have any questions or need further clarification, please contact our office at (928) 810-8505.

cc: Ben Shelly, President
Rex Lee Jim, Vice President
Legislative Branch
Judicial Branch
File