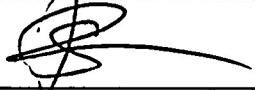




## MEMORANDUM

TO: ALL EASTERN AGENCY NAVAJO NATION EMPLOYEES  
Executive Branch Divisions

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

DATE: December 19, 2011

SUBJECT: *Early Release- (2) Hours Administrative Leave*

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Due to deteriorating winter road conditions all Navajo Nation Employees whose work sites are within the Eastern Agency boundaries under the Executive Branch, permanent and temporary, are granted two (2) hours of Administrative Leave effective today, Monday, December 19, 2011, from 3:00 PM- 5:00 PM. This memo is written to clarify that Executive Branch work sites in Eastern Agency have a 2-hour early release.

While this applies to most employees, those who are emergency and medical personnel, political appointees, and essential personnel are exempt, unless arrangements are authorized by your immediate supervisor.

Thank you for your hard work and service to the Navajo people. If you should have further questions, please call (928) 871-7000.

CC: Ben Shelly, President  
Rex Lee Jim, Vice President  
Johnny Naize, Speaker  
Herb Yazzie, Chief Justice  
Division Directors  
File