



Andy Beshear
GOVERNOR

PERSONNEL CABINET

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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 23-10

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource Administrators

From: Mary Elizabeth Bailey, Secretary

Date: November 13, 2023

Re: **Executive Branch Closure - Inauguration Day**

MEB

All Executive Branch state office buildings will be closed on Inauguration Day, Tuesday, December 12, 2023. To ensure that the delivery of essential services to the public will not be impaired, the following staffing/work requirements apply:

- Essential employees designated for mandatory operations should continue to report to work. Essential employees include, but are not limited to:
 - employees who work in 24-hour facilities such as parks, hospitals, prisons, or residential facilities;
 - law enforcement and emergency management personnel; and
 - highway and road crews.

Additional time coding information from the Personnel Cabinet to HR Administrators is forthcoming.

If you have any questions, please direct them to Jamie Caldwell, Commissioner, Department of Human Resources Administration, at Jamie.Caldwell@ky.gov.