



Ramah Navajo Chapter

Office of Grants & Contracts
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M E M O R A N D U M

TO: P.L. 93-638 Grants & Contracts Program Staff

FROM: 
Darnell J. Maria, Acting Executive Director

SUBJECT: **DAYLIGHT SAVINGS TIME WORK HOURS**

As you may know, the Daylight Savings Time has gone into effect as of 2:00 a.m. on Sunday, November 4, 2018. Effective immediately, due to fewer daylight hours, I am approving and authorizing new business hours allowing for safety measures for employees. The additional daylight time will allow employees to tend to personal chores and safe arrivals to homes in the evenings. This policy change will be effective during the daylight savings time until the time zone happens in spring 2019.

Effective today, the regular work hours for non-essential employees will be from 8:00 a.m. to 4:30 p.m. with a 30 minutes lunch break. Employees shall continue to sign in/out during this period.

Essential employees include personnel and other emergency personnel who are required to work according to their pre-established work schedules proving 24/7 vital services to our community members.

Thank you.

DISTRIBUTION

cc: Chapter Officials
BIA/Ramah Navajo Agency
RNSB, Inc. Executive Office