



Ramah Navajo Chapter

Office of Grants & Contracts
Administration
HCR 61, Box 13
Ramah, New Mexico 87321-9601
Telephone (505) 775-7100
Fax (505) 775-7103



October 30, 2019

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 SAVING TIME ENDS NOVEMBER 03, 2019

As you may know, the Daylight Saving Time will conclude on Sunday, November 3, 2019 at 2:00 a.m. and we will turn our clock back one-hour, heralding the end of the Daylight Saving Time.

In light of this time change, and effective November 4, 2019, due to fewer daylight hours, I am approving and authorizing new business hours allowing for safety measures for employees. This time change will allow employees for safe arrivals to their home and to tend to personal chores in the evenings. This policy change will be effective until the daylight saving time kicks back in this spring on March 08, 2020.

Effective Monday, November 4, 2019, the regular work hours for non-essential employees will be from 8:00 a.m. to 4:30 p.m. with a thirty (30) minutes lunch break.

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

Thank you.

DISTRIBUTION

CC: Chapter Officials
BIA/Ramah Navajo Agency
RNSB Executive Office