



## Ramah Navajo Chapter

Office of Grants & Contracts  
Administration  
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December 13, 2021

### M E M O R A N D U M

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

FROM:

A handwritten signature in blue ink, appearing to read "Darnell J. Maria".

Darnell J. Maria, Executive Director

SUBJECT: Administrative Leave/Christmas & New Years

I am approving Administrative Leave – on Thursday, December 23, 2021, from 12:30 pm to 4:30 p.m. (4.00 hours) as a part of Christmas Holiday. Regular work schedule resumes on Monday, December 27, 2021.

I am also approving Administrative Leave – Thursday, December 30, 2021, from 12:30 p.m. to 4:30 p.m. (4.00 hours) as a part of the New Year's celebration. Regular work hours will resume on January 3, 2022.

Thank you for all that you do to help in providing solutions to our clients, opportunity for our employees, and support for our community. Christmas comes but once a year, then we celebrate with a New Year cheer. Despite the COVID-19 pandemic, have a safe and wonderful Christmas with your family and loved ones and may the New Year bring happiness and joy in your lives. I wish you and your family a very Merry Christmas and a very Happy New Year 2022. Please be safe and take good care.

Emergency personnel and those who are on-call are required to make necessary arrangements with their immediate supervisor prior to being excused.

Thank you.

#### DISTRIBUTION

cc: Chapter Officials (3)