

DATE: JANUARY 21, 2024

RE: EXCUSED TIME OFF – MONDAY, JANUARY 22, 2024

Please be informed that due to the impending weather conditions and icy roads, all Tribal Employees are entitled to two (2) hours of administrative leave on Monday, January 22, 2024 from 8:00 AM to 10:00 AM. You must be in an approved leave status prior to, and after the granted administrative leave to receive.

## Please refer to KLND for any weather related announcements.

Should you have any questions, please contact Human Resources Office at 854-3826.

XC: Administration Human Resources

<u>Please take necessary precautions and adhere to watches, advisories, and warnings. Let's keep our families, friends, first responders and emergency personnel safe; avoid unnecessary travel.</u>