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# MEMORANDUM

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Date: March 19, 2020

To: The Honorable Chairman and Members  
Pima County Board of Supervisors  
Presiding Judge, Superior Court  
Elected Officials  
Appointing Authorities

From: C.H. Huckelberry  
County Administrator 

Re: **Extension of César Chavez Remembrance Day Leave**

I am authorizing to extend the timeframe in accordance with Personnel Policy 8-107.D. which employees within the County may observe César Chavez Remembrance Day. Due to the current pandemic related to the COVID-19 outbreak, attendance may result in County departments understaffed. Therefore effective today March 19, 2020, all staff are given the flexibility to utilize César Chavez Remembrance Day Leave anytime through Friday, May 1, 2020.

CHH/lab

c: Jan Leshar, Chief Deputy County Administrator  
Cathy Bohland, Director, Human Resources