



State of Louisiana

KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 03-053

May 12, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Memorial Day Holiday/Payroll Deadline

Governor Foster has proclaimed **Monday, May 26, 2003**, a legal holiday for State workers in observance of National Memorial Day (see attached).

Because of this holiday, all payroll information for the pay period ending May 25, 2003, must be received in the Human Resources Office no later than **Wednesday, May 21, 2003**. This deadline also applies to employees who need to update their payroll or benefits information (i.e., direct deposit authorizations, insurance, address, etc.) during this pay period.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachment

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