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LIEUTENANT GOVERNOR

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

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2010-015

TO: All OLG/DCRT Employees

FROM: Jan Ramezan *JR*
Human Resources Director

SUBJECT: ISIS Memorandum 10-022 – LEO AND ISIS Travel Unavailable

DATE: March 24, 2010

As stated in attached ISIS Memorandum 10-022, LEO and ISIS Travel **will be unavailable** beginning at 5:00 p.m., Friday, March 26, 2010, for required maintenance. Maintenance should be completed no later than 7:00 a.m., Monday, March 29, 2010, at which time employees should be able to access their information.

Employees should view their remuneration statements prior to 5:00 p.m. on Friday.

Please make this information available to all employees. Contact Human Resources if you have any questions or need additional information.

JR:cm
Attachment

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