



MILITARY DIVISION, STATE OF IDAHO

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**C. L. "BUTCH" OTTER
GOVERNOR**

**THE ADJUTANT GENERAL
GARY L. SAYLER**

NGID-TAG

30 December 2011

MEMORANDUM FOR All Members of the Idaho Military Division, Idaho National Guard,
Bureau of Homeland Security

SUBJECT: Holiday Leave Policy (IDNG-1)

1. I would like to provide the maximum opportunity for employees to enjoy the holiday season by allowing the most flexible leave policy possible.
2. The following policy will be in effect on Friday after Thanksgiving and the weekday before the recognized holidays of Christmas and New Years Day: Minimum staffing with knowledgeable phone answering service, i.e., someone who will be able to contact key personnel if required.
3. This policy letter supersedes previously dated IDNG-1, Holiday Leave Policy. This policy will not be incorporated into any other type publication, and will be updated as needed.

A handwritten signature in cursive script that reads "Gary L. Sayler".

GARY L. SAYLER
Major General
Commanding General, IDNG

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