MEMORANDUM

Date: December 17, 2020

To: Department Directors, Program Managers and all Tribal Employees

From: [Signature]
Dr. Damon Clarke, Chairman of the Hualapai Tribe


This memorandum is to inform you that the Hualapai Tribal Administrative Office will afford Administrative leave to all tribal employees beginning on Wednesday, December 23, 2020 from 1:00 PM to 5:00 PM and also on December 24, 2020 from 8:00 AM to 5:00 PM. December 25, 2020 is designated as a paid Tribal Holiday in observance of Christmas.

On Wednesday, December 30, 2020 Administrative leave will be granted beginning at 1:00 PM to 5:00 PM and also on December 31, 2020 from 8:00 AM to 5:00 PM. January 01, 2020 is designated as a paid Tribal Holiday in observance of New Year’s Day.

The Hualapai Tribal Council and the Tribal Administrative Offices would like to extend a personal Holiday Greeting Thanking you for your dedication to the Hualapai Tribe, Wishing you and your Family a Prosperous New Year.

If there are any further questions, please feel free to contact Human Resources or the Tribal Administration office at (928) 769-2216.