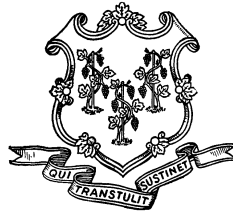


EXECUTIVE CHAMBERS  
OFFICE OF THE GOVERNOR



**M. JODI RELL**

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**TO:** STATE AGENCY COMMISSIONERS  
**FROM:** M. LISA MOODY, CHIEF OF STAFF  
**DATE:** FEBRUARY 10, 2010  
**RE:** EARLY DISMISSAL

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Dear Commissioners, Executive Directors and Agency Heads

The Governor would like to allow the early dismissal of all State of Connecticut nonessential employees effective today at 12:00 pm.

We ask that each agency stagger the release of employees to ease potential traffic concerns as we have experienced with past storms.

We ask that you release 1/3 of your employees at 12:00, 1/3 at 12:30 and 1/3 at 1:00. We will leave the operations of the staggered dismissal up to you, however may we suggest you dismiss employees in an organized manner: by floor, by department or distance they have to travel home.

Should you have any questions regarding the staggered dismissal, please feel free to contact Jeff Litke at 566-4840.

*LM*