



MILITARY DIVISION, STATE OF IDAHO

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BOISE, IDAHO 83705-5004

C.L. "BUTCH" OTTER
GOVERNOR

THE ADJUTANT GENERAL
MICHAEL J. GARSHAK

NGID-TAG

20 December 2018

MEMORANDUM FOR ALL Full Time Employees, Idaho National Guard and Idaho Military Division

SUBJECT: Excused Absence for 24 December 2018

1. In accordance with President Trump's Executive Order dated 18 December 2018, all executive branch departments and agencies of the Federal Government shall be closed and their employees excused from duty on Monday, December 24, 2018, with the exception of personnel who must report for duty on the 24th for reasons of national security or defense or other public need. The "down day" that had been scheduled for 24 December on the 5-4-9 work schedule will now be 31 December, and the 8-hour day for the pay period will be Friday, 28 December. Civilian timekeepers should code 24 December as "LH" (Holiday).
2. AGRs may be granted a pass, unless otherwise required for duty as described in paragraph 1. Please refer to and heed 4-day special pass guidance outlined in AFI 36-3003 *Military Leave Program*, para. 5.4 (Air); and MILPER 18-317, paras. 3, 6, and 7 (Army).
3. This authority does not provide excused absence for Idaho Military Division State employees. However, supervisors of State employees are encouraged to approve leave requests for this same time period.
4. If you have any questions, please contact Ms. Anya Davis, Employee Relations Specialist, at (208) 422-3340 or LTC Judy Knoelk, Deputy Human Resource Officer, at (208) 272-3809.

MICHAEL J. GARSHAK
Brigadier General
The Adjutant General/Commander, IDNG