



# STATE OF UTAH

GARY R. HERBERT  
GOVERNOR

OFFICE OF THE GOVERNOR  
SALT LAKE CITY, UTAH  
84114-2220

GREG BELL  
LIEUTENANT GOVERNOR

June 1, 2011

Dear Employee:

As you are likely aware, the Utah State Legislature's recent action on H.B. 328 has generated a review of the State's 4-10 hour workweek. To comply with legislative mandates and remain within budget constraints, while maintaining customer service, the State of Utah will return to operating hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

Most certainly, this decision will generate mixed feelings. Some may be disappointed, having found the 4-10 hour workweek professionally and personally satisfying. Others may applaud the move. However, the return to a 5-8 hour workweek is the best alternative to balance both customer and employee needs.

New operational hours will take effect Tuesday, **September 6, 2011**, the day after Labor Day. For payroll purposes, the effective date will be Saturday, September 3, 2011. Hopefully, this allows sufficient time to review your specific circumstances and make any necessary adjustments in your professional and personal life. Please work closely with your supervisor to accommodate individual circumstances if a modified work schedule is possible. Decisions will be made by each agency's management team based on agency mission, customer service and staffing requirements.

This transition will undoubtedly require a spirit of cooperation from all employees, so please know I personally appreciate everything you do on behalf of the people of Utah. It is because of your efforts that Utah is recognized as well-managed and customer-oriented.

Warm regards,

A handwritten signature in black ink that reads "Gary R. Herbert".

Gary R. Herbert  
Governor