



Memorandum

#11-161

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: December 30, 2011

SUBJECT: 2012 State Agency Holiday Schedule

State Agency staff will not be available on the following holidays:

Martin Luther King, Jr. (Monday)	1/16/ 12
Presidents' Day (Monday)	2/20/12
Memorial Day (Saturday and Monday)	5/26/12 and 5/28/12
Independence Day (Wednesday)	7/4/12
Labor Day (Monday)	9/3/12
Thanksgiving Day (Thursday)	11/22/12
Days after Thanksgiving Day (Friday and Saturday)	11/23/12 and 11/24/12
Christmas Eve (Monday)	12/24/12
Christmas Day and day after Christmas (Tuesday and Wednesday)	12/25/12 and 12/26/12
New Year's Day(Tuesday)	1/1/13

The Automation Help Desk will be available on the following holiday:

Presidents' Day (Monday)	2/20/12
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If you have any questions or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group, at 1-877-341-4491, press 1, extension 2263, or Rachel.edwards@dshs.state.tx.us, or Jim Wieland, Manager, WIC Automation Help Desk, at (512) 341-4408 or jim.wieland@dshs.state.tx.us.