



Memorandum

#10-172

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: December 17, 2010

SUBJECT: 2011 State Agency Holiday Schedule

State Agency staff has composed a holiday schedule for 2011.

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

New Year's Day (Saturday)	1/1/11
Martin Luther King, Jr. (Monday)	1/17/11
Presidents' Day (Monday) * <i>See below</i>	2/21/11
Memorial Day (Saturday and Monday)	5/28/11 and 5/30/11
Independence Day (Monday)	7/4/11
Labor Day (Monday)	9/5/11
Veteran's Day (Friday) ** <i>See below</i>	11/11/11
Thanksgiving Day (Thursday)	11/24/11
Days after Thanksgiving Day (Friday and Saturday)	11/25/11 and 11/26/11
Christmas Eve (Saturday)	12/24/11
Christmas Day (Sunday and Monday)	12/25/11 and 12/26/11

In addition, the Information Response Management Group (IRM) which includes the policy liaisons and 1-800-WIC-FORU staff will not be available the following holidays:

*Presidents' Day (Monday)	2/21/11
**Veteran's Day (Friday)	11/11/11

Formula support staff and the automation helpdesk will be available the following holidays:

*Presidents' Day (Monday)	2/21/11
**Veteran's Day (Friday)	11/11/11

If you have any questions or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group at 1-877-341-4491, press1, ext. 2263 or rachel.edwards@dshs.state.tx.us, or Jim Wieland, Manager, WIC Automation helpdesk at (512) 341-4408 or jim.wieland@dshs.state.tx.us.