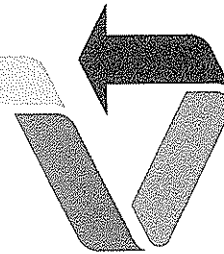


VENTURA REGIONAL SANITATION DISTRICT

1001 PARTRIDGE DRIVE, SUITE 150 • VENTURA, CA 93003-0704



A Public
Waste
Management
Agency

October 31, 2011

Board of Directors
Ventura Regional Sanitation District
Ventura, California

DISTRICT OFFICE HOLIDAY SCHEDULE

The District's Personnel & Salary Ordinance and management policy provide guidance to staff on scheduling during the holiday season. The District office will be closed as follows:

- Thursday and Friday, November 24 & 25, 2011 – Thanksgiving Holidays
- Monday, December 26, 2011 – Christmas Holiday (observed)
- Monday, January 2, 2012 – New Year's Holiday (observed)

This schedule is similar to others followed in the past. Solid Waste and Wastewater field operations are not affected by this schedule.

If you have any questions or need additional information, please call me at 658-4642 or e-mail josieguzman@vrsd.com.

JOSIE GUZMAN – CLERK OF THE BOARD

APPROVED FOR NOVEMBER 17, 2011 AGENDA

Mark Lawler – General Manager

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