

Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

14-15
Number

Subject: Inauguration Day	Date: December 17, 2014
By Direction of:  Kelly Powell Logan, Secretary of Administration	Expiration Date: December 17, 2015
Contact Agency: Office of Administration, Office of Human Resources and Management, Bureau of Employee Absences and Safety, Telephone 717.346.4667	

This circular provides policy regarding the closing of certain administrative offices for Inauguration Day, January 20, 2015.

To minimize traffic and parking difficulties, non-essential employees under the Governor's jurisdiction scheduled to work at administrative offices within the Capitol Complex on Inauguration Day, January 20, 2015, are excused from official duties on that day consistent with operational requirements of each agency. Capitol Complex, for purposes of this circular, is defined to include the following buildings:

Barto Building (300 North Second Street)	Judicial Center
Bowman-Worth Building	Keystone Building
Capitol	Labor and Industry Building
Capitol Associates Building	M&M Building (900 North Sixth Street)
Capitol East Wing	Market Square Plaza (17 North Second Street)
DGS High Voltage Substation	North Office Building
Eastgate Building	Northwest Office Building
Finance Building	Ollie Building (1303 North Seventh Street)
Forum Building	PennVest (22 South Third Street)
Forum Place	Pitnick Building
Fulton Bank Building	PSERS Building (5 North Fifth Street)
Harristown 1 (Strawberry Square and Verizon Tower)	Rachel Carson State Office Building
Harristown 2 (333 Market Street)	Ryan Office Building
Health and Welfare Building	SERS Building (30 North 3 rd Street)
Irvis Office Building	State Museum and Archives Building

See [Management Directive 530.17, Partial and Full-Day Closings of State Offices](#), for policies.