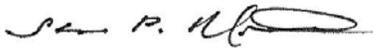


Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

18-14
Number

Subject: Inauguration Day	Date: December 20, 2018
By Direction of:  Sharon P. Minnich, Secretary of Administration	Expiration Date: December 20, 2019
Contact Agency: Office of Administration, Office of Human Resources and Management, Bureau of Employee Benefits, Telephone 717.787.9872	

This circular provides policy regarding the closing of certain administrative offices for Inauguration Day, January 15, 2019.

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 15, 2019, 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:

225 Market Street	Health and Welfare Building
Bowman Worth Building	Irvis Office (South Office) Building
Capitol Associates Building	Judicial Center
Capitol Building	Keystone Building
Capitol East Wing	Labor and Industry Building
Commerce Building (300 N. 2 nd Street)	Market Square Plaza (17 N. 2 nd Street)
DGS High Voltage Substation	North Office Building
Eastgate Building	Northwest Office Building
Finance Building	Pitnick Building
Forum Building	PSERS Building (5 N. 5 th Street)
Forum Place	Rachel Carson State Office Building
Fulton Bank Building	Ryan Office Building
Harristown I (Strawberry Square Tower)	SERS Building (30 N. 3 rd Street)
Harristown II (333 Market Street)	State Museum and Archives Building
Harristown III (Commonwealth Tower)	

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