



Department of Shared Administrative Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

Memorandum

To: Department Secretaries, Chiefs of Staff, and HR Directors
From: Kay Barnhill, State Personnel Director
Date: December 16, 2025
Subject: **December 26, 2025 – Holiday**

Governor Sanders [announced](#) today that state offices will be closed Friday, December 26, 2025, to allow state employees to spend this day with their families. Employees who previously submitted leave for this day should request to withdraw that leave in EASE. Once the request to withdraw is submitted, the supervisor should approve the request to withdraw. Please click on this [link](#) for instructions on withdrawing leave.

Non-exempt employees keying a timesheet will key HLDY for the December 26 holiday. Exempt employees are not required to enter any leave for the December 26 holiday. Employees who are required to work on this day will bank holiday leave to use later.

Please share this information with your staff as soon as possible so they can begin submitting withdrawal requests and adjusting timesheets accordingly.