



# CODED CORRESPONDENCE

<b>DATE:</b> July 6, 2009	<b>NUMBER:</b> 09-13
<b>TO:</b> All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	<b>FROM:</b> Dale A. Janssen Executive Director Commission on Teacher Credentialing
<b>SUBJECT: Commission Office Closures Due To Staff Furloughs</b>	

**Summary:**

Governor Schwarzenegger issued Executive Order S-13-09 on July 1, 2009 that furloughs state employees and closes state offices for three days a month through June 2010. The Commission is currently following the two-days-per-month self-directed furlough plan and will adopt the new plan beginning July 10, 2009.

**Key Provisions:**

Based on information received from the Department of Personnel Administration, after July the Commission office will be closed the first, second and third Friday of each month with one exception in January 2010. Provided below is a schedule of planned closures. Please note that this information is subject to change.

Month and Year	Friday Closure Dates
July 2009	10, 17, 24
August 2009	7, 14, 21
September 2009	4, 11, 18
October 2009	2, 9, 16 (The Commission meeting at the Santa Clara County Office of Education will be held on October 1 and 2. The Commission's Sacramento office will be closed on October 2.)
November 2009	6, 13, 20
December 2009	4, 11, 18
January 2010	8, 15, 22
February 2010	5, 12, 19
March 2010	5, 12, 19
April 2010	2, 9, 16
May 2010	7, 14, 21
June 2010	4, 11, 18

**Important Date:**

July 10, 2009

**Background:**

In December 2008 Governor Schwarzenegger issued Executive Order S-16-08 ordering state employees to take two furlough days per month effective February 1, 2009. During February and early March 2009 state offices were closed for two Fridays a month. In March 2009 the furloughs were changed to self-directed rather than closing state offices. Since March the Commission has been furloughed for two days a month.

**Source:**

Executive Order S-13-09

**References:**

<http://gov.ca.gov/executive-order/12634/>