

CITY OF HIALEAH



HUMAN RESOURCES DEPARTMENT

TO: ALL DEPARTMENTS/ DIVISION HEADS
FROM: GELIEN PEREZ, HUMAN RESOURCES DIRECTOR
DATE: MAY 24, 2021
SUBJECT: **MEMORIAL DAY (MONDAY, MAY 31, 2021)**

A handwritten signature in blue ink, appearing to be "Gelien Perez", is written over the "FROM:" line of the memo. The signature is enclosed in a blue oval.

In accordance with the Civil Service Rules and Regulations, all Departments and Divisions of the City of Hialeah, will be **CLOSED ON Monday, May 31, 2021** in observance of **Memorial Day** with the exception of the following:

1. **FIRE:** On **Monday, May 31, 2021** as determined by the Fire Chief, only personnel required to carry out the emergency functions of the Department shall work.
2. **POLICE:** On **Monday, May 31, 2021** as determined by the Chief of Police, only personnel required to carry out the emergency functions of the Department shall work.
3. **RECYCLING/SOLID WASTE:** On **Monday, May 31, 2021** as determined by the Department Head, all personnel necessary to carry out regular duties as on a normal work day are required to work.
4. **FLEET MAINTENANCE:** On **Monday, May 31, 2021** as determined by the Department Head, only personnel required to carry out the efficient operation of the facilities that remain open shall work.
5. **PARKS AND RECREATION:** On **Monday, May 31, 2021** as determined by the Department Head, only personnel required to carry out the efficient operation of the facilities that remain open shall work.
6. **EDUCATION & COMMUNITY SERVICES:** On **Monday, May 31, 2021** as determined by the Department Head, only personnel required to carry out the efficient operation of the facilities that remain open shall work.
7. **HIALEAH PUBLIC LIBRARIES:** On **Monday, May 31, 2021** as determined by the Department Head, only personnel required to carry out the efficient operation of the facilities that remain open shall work.
8. **COMMUNICATIONS & SPECIAL EVENTS:** On **Monday, May 31, 2021** as determined by the Department Head, only personnel required to carry out the efficient operation of the facilities that remain open shall work.