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Memorandum

To: All Agencies

From: Becky Hultberg
Commissioner

Date: June 28, 2013

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 79**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective July 1, 2013.

Leave Accounting

AAM 280.020 – Leave Accrual Rate and Eligibility Rules. Adding language to outline the leave accrual rates for employees hired on or after July 1, 2013.

Travel

AAM 60.150 – Privately Owned Aircraft. Added language to clarify the submission of necessary documents before travel begins.

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at http://doa.alaska.gov/dof/manuals/aam/index.html.

BH/kh