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The Office of Human Resources

MEMORANDUM

TO: Hope Berte

FROM:

SUBJECT: Summer Hours

DATE:

I would like to work my regular hours Monday through Thursday during the summer hours schedule which runs from Monday, June 22, 2015 through Friday, August 7, 2015.

I will charge a total of six (6) days of annual leave for my absences on each of the Fridays during this period.

Employee's name (please print)

Department

Employee Signature

Building/Room

Supervisor's name (please print)

Department

Supervisor's Signature

Building/Room