

MEMORANDUM

TO: Manuela Alongi, HR Director

FROM:

SUBJECT: 2025 Summer Hours Schedule

DATE:

I would like to work my regular hours Monday through Thursday during the summer hours schedule which runs from Monday, June 9, 2025 through Friday, August 15, 2025.

I will charge a total of eight (8) 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