

Memo

To: David Maldonado – Director Administrative Services
From: - Vice President for
Date:
Re: Payment of State Comp Time-Holiday Comp Time

This is my authorization to pay out State Comp Time-Holiday Comp Time for the employees listed in the attached Overtime Roster from the department of _____ (i.e.; Facilities Management, School of NSM, Financial Aid).

I have determined that requiring these employees to take their State Comp Time-Holiday Comp Time as time off would disrupt critical functions of this division.

This authorization is good for (check one)

_____ Specific Pay Period(s): _____

_____ Balance of this Fiscal year.

Approved: _____

Vice President

Date: _____