HOLIDAY TIME OFF
December 26, 27, 28, 31, 2012
4 (four) work days off = 32 hours comp time)

August 1, 2012 is the start date for early accrual of "comp time" for the upcoming Winter Break. You may begin accruing "comp time" with the approval of your supervisor.

Please put a check below indicating how you would like to be paid during the holiday period and complete the additional information as it applies. You and your supervisor must sign the form by **December 7, 2012**. **PAYROLL IS DUE DECEMBER 14, 2012.**

It will be assumed that you will be using Annual Leave or leave without pay for the four days during the holiday closing if the form is not returned by **12/07/2012**.

EMPLOYEE _____ EMPLOYEE #_____

Annual Leave _____(a leave slip will be completed)

Accrued Compensation (non-exempt/comp time) ____ Complete Section "A" below.

Additional time put in to cover time off (exempt) ___ Complete Section "A" below.

Leave Without Pay ____ (a leave slip must be completed)

Personal Leave ____ (a leave slip must be completed)

(Section A)

Department	Date	Hours Worked	Work Completed

Department	**Date**	**Hours Worked**	**Work Completed**

TOTAL HOURS _____ TOTAL DAYS _____

EMPLOYEE SIGNATURE_____DATE_____

SUPERVISOR SIGNATURE_____DATE_____

Return to your supervisor by Friday, December 7, 2012