
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: ALL STAFF
FROM: JOHN O. GILBERT
SUBJECT: COMPENSATED LEAVE FORMS
DATE: 3/7/2000
CC:

Please find attached the revised compensated time report to be used by this office. This form is to be submitted to Erich Howard on the Friday of each week that compensated time has been accrued. If you work on the weekend, then you may submit the form on the following Monday. If you have any questions, please feel free to contact me or Erich.

Thank you.