
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: ALL STAFF

FROM: JOHN O. GILBERT

RE: REQUEST FOR AUTHORIZED LEAVE

DATE: MARCH 22, 2000

Please find attached the request for authorized leave form. This form must be filled out and approved by the individual's divisional supervisor before the leave is taken. In the case of emergencies or illness, this form must be completed within 24 hours of the leave taken or as soon as the individual returns to work.

If you have any questions, please contact me or Erich Howard.

Thank you.