

SAMPLE MEMO TO EMPLOYEE

DATE: xx/xx/xx
TO: EMPLOYEE NAME
FROM: SUPERVISOR NAME OR HUMAN RESOURCES
SUBJECT: Excess Vacation or Annual Leave

Periodic time off is beneficial to an employee's well-being and health. In an effort to encourage a healthy work-life balance and to comply with existing leave balance maximum caps the Human Resources Office is requiring employees near maximum or above the maximum of their vacation/annual leave balances to prepare a leave usage plan.

For represented employees, vacation/annual leave maximums are identified in the applicable Memorandum of Understanding. For employees excluded from bargaining, vacation/annual leave maximums are identified in the California Code of Regulations, title 2, section 599.738 and 599.752. As an employee (represented by bargaining unit xx or excluded from bargaining) your maximum cap is (insert number of hours). As of (insert date) your vacation/annual leave balance is (insert number of hours).

Please work with (your supervisor/or insert supervisors name) to prepare a leave usage plan to reduce your vacation/annual leave balances. Your leave usage plan must be approved by your supervisor and submitted to Human Resources no later than (insert date).

The Excess Leave Usage Plan form is attached for your convenience. Please let (me or your supervisor) know if you would like to schedule a meeting to discuss ideas for a plan that will work for both yourself and operational needs of the department. Once steps are taken to reduce your vacation/annual leave balances below maximum, keep in mind future accruals and a plan to keep balances under the maximum.

Please contact me if you have any questions.

Sample Memo Congratulating An Employee

**Richard D. Featheringham, Nancy
Csapo**



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