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.

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Sample Memo Congratulating An Employee:

The Enigmatic Realm of Sample Memo Congratulating An Employee: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Sample Memo Congratulating An Employee** a literary masterpiece penned by a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those that partake in its reading experience.

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