[ms-0398.043.007.028]

March 5, 1992

TO: Supervisor Leon L. Williams

VIA: Don Abel, Chief of Staff

FROM: Vikki Vikki L. Robinson

- -

During the month of May 1991 you allowed me to borrow three day's against my vacation time in order to travel to Europe. On several occasions I requested information as to how to reimburse this office for the time borrowed.

Since my last day of employment with the County is today, March 5, I am debiting the last three days of employment as "vacation" days instead of "regularly" paid work hours in order to re-pay the 24 hours borrowed against vacation last May.

Thank you again for the flexibility extended to me.

Time Off:

Friday, May 17 (8 hrs. vacation)
Monday, May 20 (Holiday)
Tuesday, May 21 (8 hrs. vacation)
Wednesday, May 22 (8 hrs. vacation)
Thursday, May 23 (8 hrs. comp time)
Friday, May 24 (8 hrs. comp time)

Total owed (3 days @ 8hr./day = **24** hours
Time card for pay period 2/21-3/5 debited **24** hours

Attachment: time card

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