



HUMAN RESOURCE SERVICES DIVISION

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Jess Serna, *Chief Human Resource Officer*

SUBJECT: Working Options for Winter Break, 2011 **HR-10**

TO: Confidential Employees and Unrepresented Supervisor

DATE: December 7, 2011

PREPARED BY: Kim Hebert **DEPARTMENTS:** Human Resource Services

Please indicate to your supervisor your method for reporting this time on your PSL-F012 form by

03 2011 30 11 016 610 0001

Thank you,

JS:kah