



MEMORANDUM

**TO:** Human Resources, Payroll Unit

**RE: Request for Payment of 1199 Compensatory Time.**

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This request is for 1199 employees only, per Article 21 Section 6 of the 1199 contract.

Please pay \_\_\_\_\_ hours of compensatory time earned for the following employee:

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrators Signature: \_\_\_\_\_

Date: \_\_\_\_\_