



NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK
OFFICE OF FACULTY AND STAFF RELATIONS
Human Resources Department
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BROOKLYN, NY 11201-1909
Office 718.473.8701 Fax 718.473.8769

INTEROFFICE MEMORANDUM

DATE: October 13, 2023

TO: Victor Humphrey
HR Director/OFSR Classified Staff Services

FROM: _____
Employee's Name and Department

The following White Collar employee in my department or office has requested that he/she use an unscheduled holiday on Saturday, November 11, 2023. In my judgment, the staffing needs of my department or office on this day would permit or deny this request as indicated.

I ask that the request be:

Approved

Denied

Supervisor's Signature

Title

Date