



**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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**INTEROFFICE MEMORANDUM**

**DATE:** October 8, 2021

**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 Tuesday, November 2, 2021. 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