

Memorandum

CITY OF EUREKA

DATE: _____

TO: _____

FROM: _____ EMP# _____

RE: COMP TIME PAYOFF

PLEASE PAY BACK _____ HOURS OF MY COMPENSATION TIME
PREVIOUSLY ACCRUED.

I UNDERSTAND I WILL RECEIVE PAYMENT ON DECEMBER 22ND

(SIGNATURE) DATE _____

Please have this form in to payroll by December 12th