

2-26-07

To: Tiffany Anderson

From: Bob Durham

Date: 26 February 2007

RE: Vacation Hours

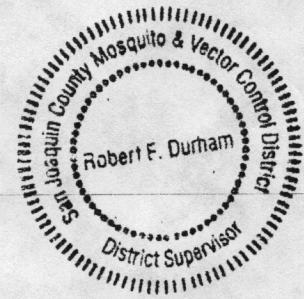
**COPY**

Tiffany,

Based on your current accumulated vacation time of 11.201 hrs and your future requested time off - March 1 & 2 - for 12 hours you will have a negative balance of .799 hours. This negative balance will be deducted from your next vacation accumulation total. So instead of accumulating 6.154 hrs for next month you will only receive 5.355 hours. In addition, as of Monday 26 February 07 you have used a total of 12 hrs of sick time leaving you only 3.45 hrs. It is the responsibility of the employee to manage his or her own vacation / sick time and not the employer. Although it is not the District's policy to give vacation credit your request for time off has been approved as a one time consideration. Please plan better in the future. If you have any questions regarding this matter please see me.

Bob Durham  
*B. Durham*

District Supervisor



**Confidential**

Tiff:acBD22026February2007@11:15AM