

NOTICE OF INTENT

(Date)

TO: _____
(Employee's Supervisor)

FROM: _____
(Employee)

TITLE: _____

DEPARTMENT: _____

RE: Winter Recess 2018

It is my intention **to report for work** during the period that begins on Wednesday, December 26, 2018 and ends on Tuesday, January 2, 2019 at 6:00 a.m. I will report to work on the following normally scheduled workdays:

Wednesday, December 26

Friday, December 28

Thursday, December 27

Monday, December 31

I plan to work on the following assignment/project during the period:

(Signature of Employee)

(Signature of Supervisor)

This form must be given to your supervisor **prior to Friday, November 30, 2018**. All forms are to be sent to the Department of Human Resources no later than **Friday, December 7, 2018**.

No additional requests will be honored after December 7, 2018; if your form has not been received, it will be deemed that you intend to stay home these four days.

PROFESSIONAL AND CLASSIFIED STAFF ONLY