

Memo

To: Dr. Tony Tilly, President

From:

CC: HR Consultant

Date: January 28, 2014

Re: Prepaid Leave Application

Please accept this as my application to participate in the Prepaid Leave Plan, as detailed in the attached Prepaid Leave Plan Application.

As indicated by the signature below, my Leader/Manager is aware and supportive of my application.

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Employee Signature

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Leader/Manager Signature Date