
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: ALL STAFF
FROM: HOWARD
SUBJECT: COMP TIME
DATE: 2/4/2000
CC:

The Governor's Office is close to finalizing the leave policy for the office. The policy will include leave approval, persons to notify, awarding of comp time and other guidelines.

Until a final policy is published, record your weekly comp time on the following temporary report sheet and return it to John Gilbert. Please include a detailed description of your work activities.

Thank you.