

INTER-OFFICE MEMORANDUM

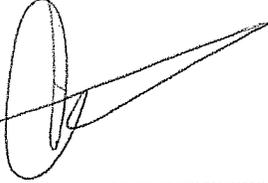
TO : **ALL CITY OFFICIALS AND EMPLOYEES**

DATE : September 28, 2010

FILE :

SUBJECT : **Rescission of APM 02-09
(Furlough Leave Days)**

FROM : Carlos Migoya
City Manager



REFERENCES :

ENCLOSURES:

Please be advised that effective October 1, 2010, APM – 02-09 is rescinded given that City employees will no longer be allowed to take furlough leave. As you are aware, given the City's economic conditions, salary reductions will be implemented effective September 30, 2010 to achieve the required financial savings. Any elements for furlough leave that may have been established should be eliminated or inactivated on October 1, 2010 to avoid any errors in maintenance of time, attendance, or payroll.

The rescission of APM 02-09 (Furlough Leave Days) shall not impact any other type of leave without pay.