

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
Bureau of Human Resources

August 4, 1993

HUMAN RESOURCES MEMORANDUM 16-93

TO: Personnel Managers, Directors of Administrative Services

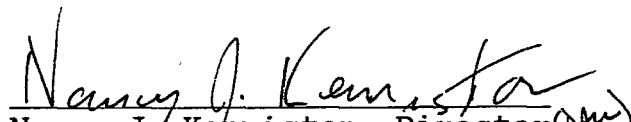
SUBJECT: Prorating Discretionary Time Off Without Pay for FY 93/94

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Enclosed is an initial supply of Form PER 110B, which must be used to determine prorated annual target hours for employees in administrative units D, H, and X who are not subject to standard discretionary time off requirements (see Human Resources Memorandum 14-93 for details). This form replaces PER 110A, which was used to determine discretionary time off requirements for the last fiscal year. PER 110B must be submitted to this Bureau whenever target hours for an employee are changed on HOBUE6.

Additional forms can be obtained from the Bureau of Human Resources as needed.

Also enclosed is a copy of Form PER 111B, which is used to compute the number of hours employees must take by January 1, 1994, April 1, 1994, and June 1, 1994. This form is used in conjunction with PER 110B to inform employees of their intermediate time off requirements.

Thank you.

  
Nancy J. Kenniston, Director (AM)  
BUREAU OF HUMAN RESOURCES