



**HUMAN RESOURCE SERVICES DIVISION**

P.O. Box 246870 • Sacramento, CA 95824-6870

(916) 643-9050 • FAX (916) 643-9454

Jess Serna, *Chief Human Resource Officer*

**SUBJECT:** Working Options for Winter Break, 2011 **HR-10**

**TO:** Confidential Employees and Unrepresented Supervisor

**DATE:** December 7, 2011

**PREPARED BY:** Kim Hebert **DEPARTMENTS:** Human Resource Services

Please indicate to your supervisor your method for reporting this time on your PSL-F012 form by

~~1. 02 0011-36~~

Thank you,

JS:kah