



DATE:

TO: Early Learning Dept Internal Accountant: Sallie Maxey

FROM:

RE: Calendar Change

FORWARD TO: PAYROLL

Please be advised of the following calendar changes. These changes are only exchanges of one date for another on an existing calendar and do not impact the number of days worked or the amount of pay received. One day of time may not be changed to many days. Calendar changes are in one-day increments only.

Name of Person on Calendar \_\_\_\_\_

Calendar change from \_\_\_\_\_ (month/day/year) to \_\_\_\_\_ (month/day/year)

Calendar change from \_\_\_\_\_ (month/day/year) to \_\_\_\_\_ (month/day/year)

Calendar change from \_\_\_\_\_ (month/day/year) to \_\_\_\_\_ (month/day/year)

Calendar change from \_\_\_\_\_ (month/day/year) to \_\_\_\_\_ (month/day/year)

Calendar change from \_\_\_\_\_ (month/day/year) to \_\_\_\_\_ (month/day/year)

Calendar change from \_\_\_\_\_ (month/day/year) to \_\_\_\_\_ (month/day/year)

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Director