

Memorandum

June 2, 2008

TO: Dolbert, Leroy
FROM: Jack Turnbull
RE: Vacation Balance

As indicated below, your vacation accrual is close to reaching the maximum level. Upon reaching the maximum, additional vacation accrual will be halted. In order to benefit from continued vacation accrual, please schedule vacation time with your manager.

<u>Effective Date</u>	<u>Current Balance (Hours)</u>	<u>Maximum Accrual (Hours)</u>
02-Jun-08	156	160

Feel free to contact me if you have any questions or concerns.