

**From:** Matthew Lalla

**Sent:** Friday, December 12, 2014 2:59 PM

**To:** Christopher Cassidy

**Cc:** Raquel Elejabarrieta; Wazir Ishmael; Mary Johns; Christine Blanthorn; Ernie Acosta; Patrick Gill

**Subject:** Vacation Payouts for Supervisory Unit

Chris,

As noted in the attached letter from you, the memo from me (dated November 18, 2014) concerning vacation payouts did not include the 2% increase for the Supervisory Unit effective June 1, 2013. In preparing the vacation payouts for the December 12<sup>th</sup> payroll cycle, this 2% adjustment was factored into the calculations made by the City's payroll section. As a result, the vacation payouts received today by Supervisory Unit members reflect the proper hourly rates. Sorry for any confusion this may have caused.

Regards,

**Matthew Lalla**

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