

**Morrisville State College
Morrisville, NY 13408**

Holiday Report

TO: Human Resources Office

DATE: _____

Work of a nature normally required to be performed regardless of, of due to the occurrence of a holiday, was authorized by the undersigned to be performed on _____ as follows:

Total number of employees required to work: _____

Total hours of holiday work performed: _____

Work of a nature not normally required to be performed on such holiday was authorized by the undersigned, in order to:

Persons performing such unusual work are:

<u>Name</u>	<u>Title</u>	<u>Total Hours Worked</u>
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Approved by (Print or Type)

Signature _____

Date _____