



NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK
OFFICE OF HUMAN RESOURCES
Human Resources Department
300 JAY STREET P-303 3RD FLOOR
BROOKLYN, NY 11201-1909
Office 718.260.5353 Fax 718.473.8769

INTEROFFICE MEMORANDUM

DATE: October 14, 2025

TO: Victor Humphrey
HR Director/OFSR Classified Staff Services

FROM: _____
Employee's Name and Department

The following White Collar employee in my department or office has requested that he/she/they use an unscheduled holiday on Tuesday, November 4, 2025. In my judgment, the staffing needs of my department or office on this day would permit or deny this request as indicated.

I ask that the request be:

Approved

☐

Denied

☐

Supervisor's Signature

Title

Date