



The University of Georgia

MEMORANDUM

TO: _____
Employee Name

Department

FROM: _____ *Supervisor* _____ *Initials*

Date: _____

RE: Denial of Alternate Furlough Scheduling Request

I regret to inform you that UGA will be unable to accommodate your request for an Alternate Half-Day Furlough on _____ for the following reason:

Signatures of Agreement:

Department Head/Director Date

Dean/Vice President Date

Senior Vice President/President Date