

REPAYMENT OF SHUTDOWN DAYS (5/10/91 - 5/24/91)

STATE OF MAINE

BUREAU OF HUMAN RESOURCES

Per legislative action, State government offices were closed on Friday, May 10, and Friday, May 24, 1991.

All employees who were required to take one or both of these days off without pay, or who were required to work one or both days without pay, shall receive an additional day or days compensation at the time they separate from State service.

Employees who were required to work one or both of these days without pay shall also receive an additional day or days compensatory time off.

This form is to be used to pay each employee who is due repayment for one or both of these SHUTDOWN days at the time of their separation from State service.

COMPANY NAME		COMPANY NUMBER
EMPLOYEE NAME	EMPLOYEE NUMBER	TERMINATION DATE

Number of SHUTDOWN hours to be paid:

MAY 10, 1991		MAY 24, 1991	
TOTAL SHUTDOWN HOURS	X FULLY BURDENED RATE	= TOTAL AMOUNT OF SHUTDOWN REPAYMENT	
AUTHORIZED SIGNATURE			DATE

Please submit 2 copies of this completed form along with a Special Pay Form for the employee's final paycheck to the Bureau of Accounts & Control - Payroll Division. Special Pay #28 is to be used to repay SHUTDOWN days.