



May 16, 2020

**Re: Exhausted Catastrophic Leave**

Dear Employee,

We are informing you that you have used up all your catastrophic (paid sick leave) leave. You will now need to start using your personal leave (PTO) anytime you are not working your full scheduled hours. Therefore, you do not enter any time in the holiday/admin hours column on your timesheets going forward. Also, if you are not an Exempt Employee, you do not enter PTO on your timesheet per the timesheet instructions.

For guidance on filling out your next timesheet, or for any questions, please call **Leah Williams**, Accounting Assistant at **907-463-6160** or, by e-mail at [leah.williams@ccsjuneau.org](mailto:leah.williams@ccsjuneau.org). We appreciate your cooperation in recording your time with us. Stay safe.

Thank you,

Shema Jones

Chief Finance Officer