

Voluntary Furlough Denial Report

This form shall be completed by the appointing authority at the conclusion of each pay period to report denials of voluntary furlough requests. Upon completion, this form shall immediately be e-mailed to deniedfurlo@lacity.org.

Department:

Date:

Employee Name	Classification	Division/ Function	Requested Time (Date & Number of Hours)	Reason for Denial

Department Contact:

Phone Number

E-Mail Address:

If you have any questions or need additional information, please contact the Office of the City Administrative Officer, Employee Relations Division, at (213)978-7676 or e-mail cao.erd@lacity.org.