

MEMORANDUM

DATE:

TO: Name
 Approving authority title

FROM: Name
 Supervisor title

SUBJECT: Temporary Assignment – Name of employee

Approval is requested to place <employee>, <job title>, position #xxxxx, on temporary assignment (TA) to the vacant <position>, Pay Band X, effective <date>, per bargaining unit 8, Article 18, Temporary Assignment. <Employee> will be paid a stipend equivalent to <number> steps on the employee's own pay band or approximately X% (\$XXX/month) of his/her current monthly salary (\$XXXX) until the TA is no longer needed.

Thank you for your consideration.

APPROVED / DISAPPROVED:

Name of Approving Authority

Date

c: HR rep
 Employee