



# TOWN OF EATONVILLE

*"The Oldest Black Incorporated Municipality in America"*

## POLICE DEPARTMENT



## MEMORANDUM

**To:** Demetrius Pressley  
Chief Administrative Officer

**From:** Deputy Chief Jenkins

**Date:** February 22, 2023

**Subject:** Vacation hours taken by 4/30/2023

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Dear Mr. Pressley,

Please see the attached spreadsheet, showing the officers vacation hours taken and will be taken by 4/30/2023. Each officer who is over the 240 hours threshold will be taking their vacation hours by the requested extension date of 4/30/23.

The affected officers have put in their vacation time by 4/30/23 to alleviate their overage and vacation time without paying overtime hours by adjusting the schedules of the covering officers. By keeping the current trend throughout the rest of the year, it will minimize the paying of overtime to cover their shift. With the time that is already in the book and taken in consideration that we don't lose any officer, officers will be able to take their vacation without paying overtime hours.

Thanks,

Joseph Jenkins  
Deputy Chief of Police