

EL DORADO COUNTY PROBATION DEPARTMENT

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Joseph S. Warchol II
Chief Probation Officer

June 23, 2009

Gayle Erbe-Hamlin
Chief Administrative Officer
El Dorado County
300 Fair Lane
Placerville, CA 95667

Dear Ms. Erbe-Hamlin,

In an effort to meet the Probation's Department 2009/10 budget NCC, to include a furlough value of \$229,255, I am proposing a closure of the Probation Department field offices for three days during the upcoming fiscal year. The intention of this closure will assume the majority of staff will use these three days for the mandated three day furlough coming to the BOS for approval on June 30, 2009, agenda File Number #09-0869.

Per El Dorado County Code, Title 2: Administration and Personnel; Chapter 2.48: Office Hours; Section 2.48.020 Office Hours; I am requesting in advance from the Chief Administrative Officer approval to temporarily close the Probation Department field offices as listed below.

The three day closure includes the following dates:

- Columbus Day, Monday, October 12, 2009
- Lincoln's B-Day, Friday, February 12, 2010
- Cesar Chavez Day, Wednesday, March 31, 2010

In order to mitigate the impact on the Court, the three furlough days shall coincide with Superior Court Holiday dates already scheduled for office closure.

Respectfully,

A handwritten signature in black ink, appearing to read "Joseph S. Warchol II", with a stylized flourish at the end.

Joseph S. Warchol II
Chief Probation Officer

09-0869.D