

Date:

Dear Mr./Ms. \_\_\_\_\_,  
(Plant Manager/ AOS/ CPM/ Sr. Gardener)

On this date: \_\_\_\_\_, I was asked to perform duties that were not part of duties/responsibilities as outlined in my regular written work schedule. The duties I was asked to perform were:

- \_\_\_\_\_ Mins: \_\_\_\_\_
- \_\_\_\_\_ Mins: \_\_\_\_\_
- \_\_\_\_\_ Mins: \_\_\_\_\_
- \_\_\_\_\_ Mins: \_\_\_\_\_

It took me a total of \_\_\_\_\_ minutes to perform these additional duties.

Because I was assigned to these additional duties, I was unable to perform the following duties that are on my regular written work schedule:

(Include details: bathrooms, classroom numbers, specific duties ie. mopping, sweeping, dusting, hedge trimming, edging, tree trimming, pruning, etc.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Sincerely yours,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

C.c.: SEIU Local 99