Front Office

INTERNAL MEMO

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_2023 | To Head of HR Office  E.V. Lapteva |

I hereby request to issue the following orders:

- оn unpaid leave to the archive manager I.I. Ivanova from 30.11.2023 to 08.12.2023 because of her family situation;

- оn compensation of 100 percent to the basic salary of archive manager to the archivist P.P. Petrova according to the duties performed instead of the temporary absent employee.

Head of Front Office *Signature* T. A. Gogoleva

Agreed by:

Archivist

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.P. Petrova

\_\_\_\_\_\_\_\_\_ 2023

Approved by:

Deputy Head of Finance

Planning Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T.Yu. Ivanchenko

\_\_\_\_\_\_\_\_\_ 2023

T.A. Gogoleva

901 101, ext. 1955