



Laura Hinojosa
Hidalgo County
District Clerk

Memorandum

To: Rosalinda Cantu
From: Ricardo Contreras
Date: April 16, 2009
Re: Comp-time Request

Staff scheduling for the district clerk Saturday passport clinics is done on a voluntary basis, which makes estimating total comp-time difficult. Nonetheless, the district clerk office anticipates anywhere from fifteen (15) to twenty (20) staff volunteers participating in the clinics, on a rotation cycle. The following table summarizes the staff and time needed for the clinics:

No. of Staff	Total No. of Clinics	Hours/clinic	Total estimated comp-time
20	5	6	600

I appreciate your attention to this matter. If you have any questions or require additional information please contact our office at 956.318.2200, ext. 6239.

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