



*State of Wyoming Military Department
5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320*

MEMORANDUM FOR HRO (Army) or ANG Comptroller (Air)

SUBJECT: Holiday and Overtime Premium Pay Request

1. I, _____ am requesting _____ hours of premium pay for:
(If more than one employee is requesting premium pay, please attach a list of all employees and dates/hours worked).

- | | |
|------------------------|------------------|
| New Year's Day | Columbus Day |
| Martin Luther King Day | Veterans Day |
| Presidents Day | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Juneteenth | |
| Independence Day | Overtime Worked |
| Labor Day | |

2. Dates and justification for holiday or overtime premium pay.

Employee Signataure

Supervisor Signature

HRO or ANG Comptroller Signature