

**DETAIL ACTION**

TO: Director, Office of Human Resources Management (OHRM)

FROM:

RE: Request for Detail

Employee to be Detailed: \_\_\_\_\_

SECTION A:

In accordance with Administrative Procedure 212, the following detail is requested under the provisions of:

- Personnel Law, Section 16-121
- Personnel Law, Section 16-189(c)
- The Collective Bargaining Agreement for \_\_\_\_\_

<u>Present Position</u>	<u>Detail Position</u>
Class Title:	Class Title:
Position #:	Position #
Class Code/Grade:	Class Code/Grade:
Current Hourly Rate:	
Detail Will Begin (Date):	Detail Will End (Date):

**Justification for Detail:**

\_\_\_\_\_  
\_\_\_\_\_

- Approved** \_\_\_\_\_
- Denied** **OHRM Director** **Date**

**Reason for denial:**

\_\_\_\_\_  
\_\_\_\_\_

SECTION B:

**Request for Extension of Detail**

Employee:

Present Position #:	Detail Position #:
Effective Date of Extension:	Ending Date of Extension:

**Justification for Extension:**

\_\_\_\_\_  
\_\_\_\_\_

- Approved** \_\_\_\_\_
- Denied** **OHRM Director** **Date**

**Reason for denial:**

\_\_\_\_\_  
\_\_\_\_\_