



City Manager's Office
Post Office Box 2570
Waco, Texas 76702-2570
Main 254 / 750-5640
Fax 254 / 750-5880
www.waco-texas.com

MEMORANDUM

TO: Management Team

FROM: Larry D. Groth, P.E., City Manager

DATE: October 22, 2004

SUBJECT: Cancellation of City Policy

The following policy has been cancelled:

AVL-4 Extended Leaves and Temporary Medical Leave

- Effective date of cancellation: 10/22/04
- Language in this policy is difficult to interpret and administer, therefore, the policy is being cancelled.

Please make all the employees in your department aware of this change.

This signed memo needs to be placed at the front of each Personnel Policy Manual.

Larry D. Groth, P.E., City Manager
October 22, 2004