



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

July 26, 2007

To: Employee Name

From: Supervisory Employee

In order to maintain grasshopper colonies, which have to be fed every day including weekends and holidays, I request you to work overtime on weekends or during a federally recognized holiday as necessary to assure the colonies are fed and maintained. This request is in effect until you receive written notification from me.



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