



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-143

October 3, 2024

TO: All Personnel

FROM: CFO Hill

SUBJECT: Leave Accrual Balance Review

---

As has been communicated, Payroll has audited accrual balances and have found that they came over to the new system correctly. We understand that this transition has caused confusion to some employees. Payroll staff have met with a number of employees and reviewed their balances, which has been helpful.

If employees still have questions about their accrual balances, Payroll Coordinator Shaunie Marshall is available to review them with you. Please reach out to her directly to schedule an appointment Shaunie Marshall or 801-743-7108.

She will be available October 22-25, 29-31, and any Wednesday in November.