

County of Sonoma Countywide Cost Saving Ideas		<u>FOR OFFICIAL USE ONLY</u>
NAME OF ORGANIZATION CLERK OFFICE		DATE RECEIVED
NAME OF PERSON SUBMITTING IDEA	WORK PHONE #	email
TITLE OR SUBJECT OF COST SAVING IDEA OFFICE CLOSURE		
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s)		
SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s) 11 DAYS OFF DURING THE HOLIDAYS – FROM DEC. 24, 2009 TO JANUARY 3, 2010.		
BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s) SLOW TIME, SAVE ON OVERHEAD, (IT WORKS IT WAS DONE IN THE PAST)		
ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA		

Each submitted form will be posted on the HR website.

Send to Chris Thomas, at CAO's office