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To: Kester, Tony <kester@aging.sc.gov>

Date: 10/16/2014 12:06:17 PM

Subject: Deletion of 12 Month Vacant FTE Positions

Attachments: E040.pdf

12 Month Letter to Agencies on Letterhead.pdf

Please see the attached memo from Brenda Hart regarding the deletion of vacancies over 12 months vacant. This data was run as of 9/30/14. Based on this report and factoring in the 5% vacancy rate and the 10 minimum vacancies, you are set to have 2 positions deleted. I have attached your list of vacancies that are greater than 12 months old. If you have taken any personnel actions prior to 9/30/14, please provide a justification letter and documentation **no later than November 5, 2014**.

Please call me or your human resources consultant with any questions.



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