

**RESOLUTION OF THE  
WHITE MOUNTAIN APACHE TRIBE OF THE  
FORT APACHE INDIAN RESERVATION**

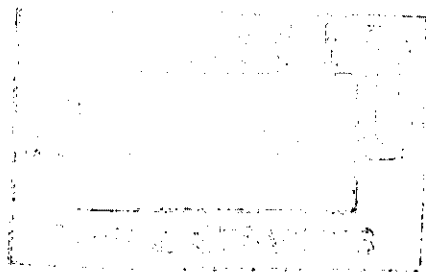
- WHEREAS**, the Tribal Council on this day has discussed the Tribal accounts receivable; and
- WHEREAS**, the Tribal Council is concerned with identifying procedures that will be of benefit to both the Tribe and its employees, to alleviate Tribal accounts receivable; and
- WHEREAS**, the Tribal Council has determined that it is beneficial to allow Tribal employees to use accumulated annual leave in excess of 80 accrued hours to pay off Tribal debts (employee to maintain 80 hours of annual leave); and
- WHEREAS**, the redemption of leave hours will be processed on the form attached herein.

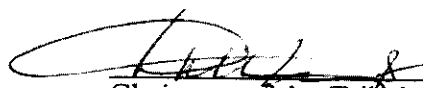
**BE IT RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it hereby approves the limited use of accrued annual leave hours to pay off Tribal debts and authorizes the Tribal Controller's Office to process supplemental annual leave voucher payments to be applied to employee Tribal debt using a form substantially similar to that attached herein.

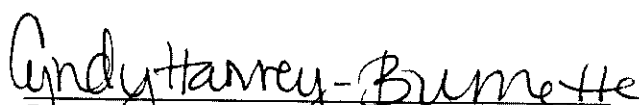
**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that the supervisor, timekeeper, personnel specialist and payroll department confirm that leave hours is accurate and that any discrepancy shall result in non-use of leave to pay tribal debts.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that this program shall cover payment of authorized Tribal debts only and employees may not reduce accrued annual leave below 80 hours under program, and that the program will expire on March 31, 2003, unless extended by the Tribal Council.

The foregoing resolution was on July 12, 2002 duly adopted by a vote of NINE for and ZERO against by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it by Article IV, Section 1 (a), (b), (h), (s), (t), and (u) of the Constitution of the Tribe, ratified by the Tribe September 30, 1993, and approved by the Secretary of the Interior on November 12, 1993, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).



  
Chairman of the Tribal Council

  
Secretary of the Tribal Council

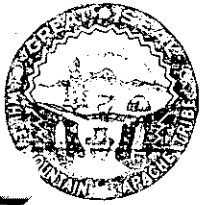
# WHITE MOUNTAIN APACHE TRIBE

BUDGET COMMITTEE

BOX 700

WHITERIVER, AZ 85941

Members: Raymond Endfield Jr., Noland Clay, Cathy Tate, Gwendena Real Bird



## MEMORANDUM

**TO:** Yvette O. Larzelere Yazzie, Budget Analyst  
WHITE MOUNTAIN APACHE TRIBE

**FROM:** Ermon Colelay  
Ermon Colelay, Chairperson

**DATE:** June 3, 2002

**RE:** ANNUAL LEAVE

As you may know, you have used ANNUAL LEAVE to pay off Tribal Debts. We are recommending that you re-instate the resolution that allows for use of annual leave to pay debts for tribal employees. This allowance does not include FATCO and Hon-Dah Casino employees.

In using Annual Leave, there is a criteria that requires the employee maintain an 80 hour balance in their annual leave account. In addition, Supervisor approval is needed. Furthermore, please forward copies of annual leave being used to pay debts to Personnel.

Your prompt attention to these important items is appreciated.

Thank You.

C: file  
Administrative Manager/ Controller  
Personnel Specialist

# USING EARNED ANNUAL LEAVE BALANCE TO PAY DEBTS OWED

The SUPERVISOR'S SIGNATURE provided on the Annual Leave Slip Form authorizes this employee to use Annual Leave hours to pay OUTSTANDING debts owed to the

Name of Employee \_\_\_\_\_ Vendor# \_\_\_\_\_  
 Employed At: \_\_\_\_\_ Dept. No. \*\* \_\_\_\_\_  
 Social Security No. \_\_\_\_\_ Agrees to Ven#?   Y  N  

*Pursuant to Res# 11-2001-316, I can use my annual leave hours to pay debt(s) owed to the WMAT. I understand I can use this method of payment provided I have more than 80 hours of AL remaining and that I further understand that I must retain 80 hrs of AL. (example, if you have 100 hrs AL, you can use 20 hrs. leaving you with 80 hrs.*

I have read and understand the above statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Annual Leave Balance is \_\_\_\_\_ as of \_\_\_\_\_, 2002.

Request to use \_\_\_\_\_ Hours to reduce debts I owe.

Request to apply against the amounts owed listed below.

Amount _____	Location _____
Amount _____	Location _____
Amount _____	Location _____
Amount _____	Location _____
Total _____	

*Calculating Payoff: Your Annual Leave Hours times your Hourly Pay, From that Gross amount, deduct taxes, social security and other required deductions. Then, after required deductions are taken out, the remaining amount (Net Pay) will applied to what you owe. See below.*

**SECTION BELOW IS FOR ADMINISTRATION USE ONLY!**

	<b>GROSS PAY</b>	_____
Required Deductions		
FIT (Fed. Income Tax)	(_____)	
FICA (Social Security)	(_____)	
Medicare	(_____)	
State Tax (if applicable)	(_____)	
Pension	(_____)	

**\*\* Employees working under a Grants/ Contracts Program, will need to have this form approved by the Grants & Contracts Office.**

NET AMT After required deductions --> \_\_\_\_\_ \*Amount to be applied towards bills owed.

Tribal Business Office APPROVES DISAPPROVES Date \_\_\_\_\_, 2002.  
 Provided \_\_\_\_\_

Attached----> AL Balance printed \_\_\_\_\_, 2002 Provided by \_\_\_\_\_ SIGNATURE  
 Attached----> AR Balance printed \_\_\_\_\_, 2002\*\*\* Provided by \_\_\_\_\_ Office Employee  
 Office Employee

The following are examples of Departments or Enterprises where annual leave will be used to pay off Tribal Debts.

1. Apache Enterprise
  - a. Apache Auto
  - b. Tire Shop
  - c. AR for items purchased at C-Stores (Jewelry, Electronics, etc.)
2. Cibecue Commercial Center
  - a. Variety Store
  - b. Grocery Bill
3. Whiteriver Commercial Center
  - a. Variety Store
  - b. Doxol
  - c. Restaurant – Parties/Catering
  - d. Theater Rental
4. Tribal Farm
  - a. Hay, etc.
5. Hondah Home Center
  - a. Outstanding Bills
6. Chaghache Day Care Center
7. Central Business Office
  - a. Pay off any outstanding Payroll Advances
  - b. Voluntary deductions for contributions
8. Cellular One
  - a. Payment of outstanding cell phone bills
9. Public Works, Solid Waste, Utility
  - a. Outstanding accounts receivables
10. Hondah Casino
  - a. Outstanding bills for parties, weddings, etc.