



Personnel Action Form

City of South Padre Island
 4601 Padre Blvd.
 South Padre Island, TX 78597
 Phone: (956) 761-3061
 Fax: (956) 761-3892

Date Submitted

Employee Name

Employee #

Department / Division

Personnel Action

Date Affected

Nature of Action

	Title	Position #	Department / Division	Rate
Former				
New				

Leave Request

Leave Type	Start Date	End Date	Total Hours

Notes / Comments

Employee Signature

Department Director Signature

City Manager's Signature

Please forward all approved Personnel Action forms to the Finance Department no later than the last day of the pay period.
 The Finance Department will forward all Personnel Action forms to the Human Resources Division for filing.