



City of Los Angeles Personnel Department
Employee Benefits Division
Commute Options & Parking Section
City Hall, Suite 867, Mail Stop 621
200 N. Spring St., Los Angeles, CA 90012

DATE: _____

TO: Commute Options and Parking Section

FROM: Name _____

Contact Phone _____

Title _____

Signature _____

Department _____

SUBJECT: List of Eligible Employee(s) for Night Permit

I certify that the employee(s) listed below work(s) between 2:00 p.m. through 7:30 a.m.

<u>Name of Employee(s) & Employee ID</u>	<u>Job Classification</u>
_____	_____
_____	_____
_____	_____
_____	_____

The(se) employee(s) (is) are eligible for the night permit through _____.

I understand that according to Item 25 of the City of Los Angeles Employee Individual Permit Parking Rules that Night parking permits are valid from 2:00 p.m. to 7:30 a.m. for P3 and P4 levels in the LA Mall garage, Lot 7 and certain worksites determined by Commute Options and Parking Section. It is further understood that if night shift employees whose schedules require earlier arrival or later departure must make prior arrangements with Commute Options.

(Please attach a separate page if you have additional names.)