

Theodore Cayer Jr
213 Swan Street
Scotia, New York 12302

September 24, 2022

Superintendent Susan Swartz
Scotia Glenville Central School District Business Office
900 Preddice Parkway
Scotia, New York 12302

Dear Superintendent Swartz;

Please be advised that per the bargaining agreement, I am requesting a leave of absence without pay for the period of November 10, 2022 through November 18, 2022. I will return to work on November 21, 2022.

I understand the staffing issues we are facing, and wish there was another alternative for these dates I am requesting.

Thank you for your assistance with this request.

Sincerely;



Theodore Cayer Jr.

Approved
Susan Swartz
10/04/2022

cc: Andrew Giaquinto, Business Manger; Clara Bisallion, Transportation Supervisor