

Alicia Guzzo
1006 Manas Drive
Schenectady, New York 12303

May 31, 2023

Susan Swartz
900 Preddice Parkway
Scotia, New York 12302

Dear Superintendent Swartz,

This letter is a formal request to extend my leave of absence for the 2023-2024 school year. This will be a leave without pay as per Article 7.7 of the Agreement between the Scotia-Glenville CSD and the Secretarial Association. I plan to return to my position as 10- month Secretary in the 2024-2025 school year.

I appreciate your support during this time.

Sincerely,
Alicia Guzzo