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February 28, 2024

Susan Swartz
Superintendent of Schools
Scotia-Glenville CSD
900 Preddice Parkway
Scotia, NY 12302

Subject: Request for Second Unpaid Leave of Absence

Dear Susan,

I trust this letter finds you well. I am writing to formally request a second unpaid leave of absence from my position as Social Studies Teacher for the 2024-25 school year. I hope you know that I have thoroughly enjoyed my time working with the district, and I appreciate the support I have received during my tenure.

The reason for my first unpaid leave of absence was to create stability and allow for a smooth transfer of my family's diverse business organization. The past seven months have been challenging and productive. Unfortunately, it appears that estimation of one year to accomplish all that is necessary was naive. Given the deadline of March 1st, I have decided that it would be in my best interest to request a second year. This should assure that in the event I return to S-G it will be under the best circumstances and I will be able to dedicate my full attention to our students.

Thank you for your time and understanding. If necessary, I look forward to discussing this matter further and appreciate your assistance in handling this request.

Sincerely,



Darren VanHeusen