



ADMINISTRATION

President Decker & Vice President Odermann,

I am writing to formally request the carryover of vacation hours into the next year, in consideration of the circumstances surrounding my workload, meetings, and supervisory duties.

As of today's date, I currently have 279 vacation hours accrued. Despite my best efforts, the demands of my responsibilities have made it challenging to utilize these hours during the fall and winter months. On January 6th, it is anticipated that my vacation balance will increase to 282 hours.

Understanding the city's policy regarding vacation accrual, I am aware that the standard limit for carrying over hours into the next year is 240. Given the unique circumstances I have faced, I kindly request permission to carry over the excess hours, i.e., the difference between my current balance on January 1st and the standard limit.

I assure you that I am committed to utilizing my vacation time responsibly and in a manner that ensures continuity in my duties and responsibilities. The carryover of these excess hours will not only allow me to maintain a healthy work-life balance but also contribute positively to my overall well-being and efficiency in carrying out my role. I understand the importance of adhering to established policies and procedures, and I am more than willing to discuss this request further if needed. Your understanding and consideration of my situation is appreciated.

Thank you for your time and attention to this matter. I look forward to your response

Dustin

