



MEMO

October 28, 2024

To: Board of Trustees

From: Cheryl Campbell

RE: PTO and comp day request

I would like to take November 7, 2024 as a comp day for working on the October 14, 2024 holiday to meet the budget presentation deadline of October 15, 2024.

I would also like to request PTO days on December 23rd and December 26th.

Thank you for your consideration.

Town of Garden City

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