



Information Technology Department
10 S State St.
Greenfield, IN 46140
Phone: (317) 477-4309

Information Technology Department

December 27, 2023

Vacation Day Carryover Request

To: Board of Works and Safety
Mayor Chuck Fewell

From: Rob Souchon – IT Manager

This letter serves as a request and recommendation to carry over 4 vacation days for Rob Souchon from 2023 to 2024.

These days will be added to the 20 vacation days he will receive in 2024 resulting in a total of 24 vacation days to be taken in the calendar year of 2024.

Rob will utilize these 4 additional vacation days within the first quarter of 2024.

Sincerely,

Rob Souchon
IT Manager