



September 20, 2018

To: Alderman Eric Sitkiewitz, City of Manitowoc Personnel Committee Chairman
From: Jim Muenzenmeyer, Transit Manager
Re: Unpaid Leave of Absence Request

Mary Kedrowski, Part time Transit Driver, has requested a two week unpaid leave of absence to enable her to travel to the East Coast to visit her new grandchild. Mary has been with us less than one year and because of the way the Union Contract is laid out, she cannot use her accrued vacation until her one year anniversary. Her first day off would be October 8th, 2018.

Mary is a valuable employee and her absence will not cause any hardship to the Transit System. I recommend that her request be approved.

Thank you for your consideration.