

TOWN OF WEST SENECA



SHEILA M. MEEGAN
TOWN SUPERVISOR

To: Fellow Town Board Members
From: Sheila M. Meegan, Town Supervisor
Date: March 28, 2016
Re: **Leave of Absence**

Per the attached request, kindly move to grant Matthew Hourihan an unpaid leave of absence from his position of Laborer for one (1) year effective April 4th, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

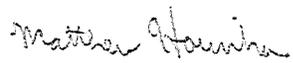
March 11, 2016

Dear Town Board Members,

I'm requesting to take an unpaid leave of absence from my position of Laborer effective April 4th, 2016 for (1) year.

Thank you for your consideration,

Matthew Hourihan

A handwritten signature in cursive script that reads "Matthew Hourihan".