



GREENFIELD WATER UTILITY

451 Meek Street
Greenfield, Indiana 46140
www.greenfieldin.org
Phone: (317) 477-4350

16 April 2025

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Leave of absence Request

Mayor and Board Members,

I am seeking approval of the Board of Works to grant a Leave of Absence for Mr. Luke Laughlin. Mr. Laughlin is a new employee with the Water Utility and is doing the terrific job. Mr. Laughlin did, prior to his hiring on with the city, inform us that he would need to take time away from work for a planned vacation from 05 to 09 May 2025. Given that the start date of this leave was planned prior to his hire and after consultation with the HR Director, we feel that request is the proper course of action.

I would request the Board permit Mr. Laughlin to take up to 5 unpaid working days leave of absence as presented. I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Water Utility

cc: Mitch Ripley, Human Resources Director
Susan Dillman, Deputy Clerk-Treasurer

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