

From: Miles Morton <mmorton@ects.org>

Sent: Friday, January 3, 2025 1:50 PM

To: Matthew LaVerde <mlaverde@ects.org>

Cc: Catherine Doty <CDoty@ects.org>; Lesa Scalise <LScalise@ects.org>

Subject: Temporary Leave of Absence Request

Mr. Matt LaVerde

1/3/25

Director-ECTS

Greetings Matt,

On January 22nd, 2025, I am scheduled to have surgery on my right hand (Severe Carpal Tunnel) and right Elbow (Ulnar nerve compression). It was recommended by my Surgeon to have it done in November of 2024; however, after having a 'Reverse Shoulder Replacement' in June of 2024 and still in recovery mode, I opted to get through the Holidays and have it done in January. It was re-scheduled for the next available date on January 22nd , 2025.

I inquired with Cat / HR, and she said I was not eligible for FMLA; however, I could use up my personal time saved and then get approval from you for a short-time extended leave of absence till I can return. It is estimated 3-4 weeks total time depending on surgery success and a good recovery. If this is a viable option, could you let Cat / HR, and I know so we can make plans for my temporary absence. She mentioned that I needed your approval in writing. I will await your response.

Thank you,

Miles Morton