

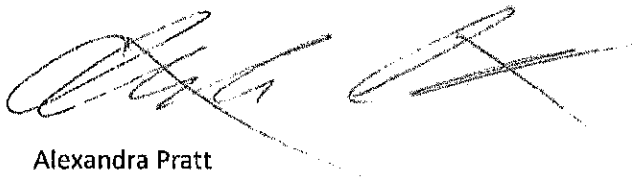
December 28th, 2021

Dear Personnel Board,

I am approving the rollover for Olivia Gately's unused vacation time (68.2 hours) from this year to next year.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alexandra Pratt', written in a cursive style.

Alexandra Pratt
Director