5.7.2026

City of Terrytown
116 Terry Blvd.
Terrytown NE 69341

Request for reduction in work hours

Mayor Perales and Council Members,

I write humbly requesting a reduction in work hours from 30 hours weekly to an as needed basis starting May 30th, possibly early if circumstances require. I currently work as a part time Deputy Clerk from 9:30am - 3:30pm Monday - Friday, I would like to work less hours.

To reduce impact on the City I can come in for days there would otherwise be no one to work in the office, work outside of normal office hours to get important tasks done, and help inform those who may take over complicated parts of my job by writing thorough processes for the tasks I do.

I highly appreciate your consideration regarding this matter. If you have any questions or need more information, I am more than happy to provide answers. I am looking forward to discussing the specifics of a new schedule that benefits everyone involved.

Thank you for your time,
Echo Woyak