

**From:** Joe Hlavaty <[jhlavaty@ecwa.org](mailto:jhlavaty@ecwa.org)>  
**Sent:** Monday, November 30, 2020 4:20 PM  
**To:** Terrence McCracken <[tmccracken@ecwa.org](mailto:tmccracken@ecwa.org)>  
**Cc:** Karen Prendergast <[kprendergast@ecwa.org](mailto:kprendergast@ecwa.org)>; Joyce Tomaka <[jtomaka@ecwa.org](mailto:jtomaka@ecwa.org)>; Steven V. Damico <[sdamico@ecwa.org](mailto:sdamico@ecwa.org)>  
**Subject:** Retirement Date

Good afternoon Terry,

I wish to inform you that I have submitted my retirement papers to the State on November 21, 2020. I believe they should have received the paperwork by now and will notify the Authority accordingly.

I have chosen January 12, 2021 as my final date of employment. I will work on Monday, January 4, 2021 and then proceed to use my five (5) personal days for the year through January 11, 2021.

My schedule for the balance of this year is to work the next two weeks through December 11, 2020 and I will then use accrued time through the end of the year.

Respectfully,

Joseph Hlavaty