Hi Jen:

I’m following up on the e-mail below and providing quantitative data supporting my leave request for 96 hours. I have done an analysis of August workload spanning the last 5 years.

The analysis shows that five years of usage data (Sept 2020–Sept 2025) confirm that August is consistently one of our **lowest-demand periods**:

Five years of usage data (Sept 2020–Sept 2025) confirm that August is consistently one of our lowest-demand periods:

Overall site traffic: **~9.1%** **below median usage.**

**Key service metrics:**

* -814 site visits in August compared to the monthly median (-9.1%).
* -59% Ask A Librarian tickets in August vs. typical month (5-year mean).
* -14.3% A–Z list usage in August.
* -6.4% database page usage in August.
* -5.2% fewer support tickets (“Ask a Librarian”) in August.

As the **sole staff member** administering these systems, there is no secondary coverage available to reassign in my absence. This is precisely why I submitted this request **11 months in advance** — to give maximum planning time and to select a period where demand is at its lowest.

Given that:

* I submitted this request 11 MONTHS in advance (September 2025 for August 2026).
* This provides nearly a full year for workload planning and coverage arrangements.
* I provided comprehensive data showing August has minimal workload annually over the past five years.
* The business cycle highlights any other month an inopportune time for an extended absence.

Please either:

1. **Approve August 5-20** based on demonstrated low workload, OR
2. **Document the specific "project related deadlines or workload"** that prevents approval.
3. Please provide data showing how **814 fewer daily interactions** constitute excessive workload.

**Attachments**

1. **OPM Fact Sheet: Annual Leave**
2. **5-Year Monthly Traffic Analysis**
3. **Service-by-Service August Differential Analysis**
4. **Business Cycle Graph**