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**LEAVE OF ABSENCE / EXTENDED LEAVE REQUEST**

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TO: Oneida Schools Board of Education

FROM: Stephanie Duncan

RE: Leave of Absence Request  (accumulated sick leave not used)  
Extended Leave Request  (use accumulated sick leave)

DATE: September 12, 2014

I hereby request a leave from my duties as teacher

In the Oneida Schools for a period of time beginning October 24, 2014  
(Month/Day/Year)

and ending January 5, 2014  
(Month/Day/Year)

The reason for my request is Maternity leave

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and I understand I forfeit my rights if I fail to proceed according to my request. I shall notify the superintendent in writing at least thirty (30) days prior to the date of return if I do not return to this position. I understand failure to render such notice may be considered breach of contract.

Stephanie Duncan  
Signature of Employee

9/12/14  
Date

Recommended by: Kevin Byrd  
(Principal)

Date: 9/11/14

Recommended by: Ann Sexton  
(Director of Schools)

Date: 9/17/14