
LEAVE OF ABSENCE / EXTENDED LEAVE REQUEST

TO: Oneida Schools Board of Education

FROM: Sandra Martin

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

DATE: September 26, 2010

I hereby request a leave from my duties as media specialist

In the Oneida Schools for a period of time beginning September 26, 2011
(Month/Day/Year)

and ending October 7, 2011
(Month/Day/Year)

The reason for my request is health related

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.

Sandra Martin
Signature of Employee

10-26-11
Date

Recommended by: Kevin Boyd Date: 10/26/11
(Principal)

Recommended by: Aun Deyton Date: 10/26/11
(Director of Schools)