

LEAVE OF ABSENCE / EXTENDED LEAVE

TO: Oneida Schools Board of Education

FROM: Patty L. Orick

RE: Leave of Absence Request (accumulated)
Extended Leave Request (use accumulated)

DATE: Sept. 23, 2014

I hereby request a leave from my duties as Kindergarten Teacher

In the Oneida Schools for a period of time beginning _____ (Month/Day/Year)
and ending _____ (Month/Day/Year).

The reason for my request is to assist my sister after a heart transplant. We will be required to re-locate to Nashville for 6-8 weeks.

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.

Patty L. Orick
Signature of Employee

Sept. 23, 2014
Date

Recommended by: _____
(Principal)

Date: _____

Recommended by: _____
(Director of Schools)

Date: _____

*I give Sandie Cornelius permission to add appropriate dates when the times comes.
Patty Orick*