

**LEAVE OF ABSENCE / EXTENDED LEAVE REQUEST**

TO: Oneida Schools Board of Education

FROM: Lauren Hamby

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

DATE: 2-22-13

I hereby request a leave from my duties as Kindergarten teacher

In the Oneida Schools for a period of time beginning April 8, 2013  
(Month/Day/Year)

and ending May 24, 2013  
(Month/Day/Year)

The reason for my request is maternity leave

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.

Lauren Hamby  
Signature of Employee

2-22-13  
Date

Recommended by: Rick Kuper  
(Principal)

Date: 2/28/13

Recommended by: \_\_\_\_\_  
(Director of Schools)

Date: \_\_\_\_\_