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## LEAVE OF ABSENCE / EXTENDED LEAVE REQUEST

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TO: Oneida Schools Board of Education

FROM: Kelly Reed

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

DATE: 1/10/13

I hereby request a leave from my duties as January 10, 2013

In the Oneida Schools for a period of time beginning January 10, 2013  
(Month/Day/Year)

and ending as soon as I get better.  
(Month/Day/Year)

The reason for my request is that feel I am unable to fulfill my teaching duties to my best of my ability 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.

Kelly Reed

Signature of Employee

1-10-13

Date

Recommended by:

Ken Buel  
(Principal)

Date:

1/10/13

Recommended by:

Aun Sexton  
(Director of Schools)

Date:

1/10/13