

LEAVE OF ABSENCE / EXTENDED LEAVE REQUEST

TO: Oneida Schools Board of Education

FROM: Lisa Marie Boyatt

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

Extended Leave Request (use accumulated sick leave)

DATE: January 7, 2015

I hereby request a leave from my duties as Kindergarten Teacher

In the Oneida Schools for a period of time beginning March 20, 2015
(Month/Day/Year)

and ending May 22, 2015.
(Month/Day/Year)

The reason for my request is pregnancy / 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.

Lisa Marie Boyatt
Signature of Employee

1/7/15
Date

Recommended by: Luke Harper (Principal) Date: 1-20-15

Recommended by: Ann Sutton (Director of Schools) Date: 1/21/15