

LEAVE OF ABSENCE / EXTENDED LEAVE REQUEST

TO: Oneida Schools Board of Education

FROM: William D. Terry

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

DATE: 5-14-12

I hereby request a leave from my duties as Night Maint-Janitor

In the Oneida Schools for a period of time beginning 5-14-12
(Month/Day/Year)

and ending Sept-14-2012
(Month/Day/Year)

The reason for my request is I fell off Ladder at Home
I was working on roof of a building
My knee has to be redone, major damage
The Doctor says 3-months to get well.

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.

William D. Terry
Signature of Employee

5/14/12
Date

Recommended by: Cheryl Butler
(Principal)

Date: 5/15/12

Recommended by: _____
(Director of Schools)

Date: _____