

October 24, 2017

Dr. Schmiesing,

As per our conversation, I am requesting to take the week of January 22nd through January 26 off to attend a business trip with my husband's company. In the past, I have taken three personal days, and then two deduct days to account for the 5 days off. These deduct dates would be January 25th and January 26th.

Respectfully,



Dawn R. Adams,
EL Teacher