

Dear Dr. Schmiesing,

At my husband's company, Allergan Pharmaceuticals, the top 10% of the entire company for the year earn President's Club. In May, the individuals in the company who make President's Club and their wives attend an exclusive work trip. During this work trip, there is an awards banquet. My husband, Matt, found out that not only is he in the top 10% of the entire company but that he is actually in the top 1% and will be recognized during this awards banquet. This is the highest recognition that my husband could ever receive at his pharmaceutical company. This year's trip is in Maui, Hawaii from May 19th - 25th. I would like to accompany my husband on this trip and support his hard-working accomplishments. In saying this, I would be absent 4 school days and 1 teacher work day. I am kindly asking permission to receive 5 "deduct days" on Monday, May 20<sup>th</sup>, Tuesday, May 21<sup>st</sup>, Wednesday, May 22<sup>nd</sup>, Thursday, May 23<sup>rd</sup>, and Friday, May 24<sup>th</sup>. As always, I will have the necessary detailed lesson plans for my substitute prepared, and current grades submitted. In addition, I will also come to school on Monday, May 27<sup>th</sup> to make sure my classroom is closed up appropriately for summer break. I appreciate your time and consideration with this matter.

Respectfully,

*Jenna J. Hodge*  
Jenna J. Hodge

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JAN 04 2019  
CELINA CITY SCHOOLS