

September 28, 2020

Dr. Schmiesing,

I am formally requesting to be off five working days beginning on February 22, 2020, and ending February 26, 2020, to attend my husband's annual company trip. In the past, I have used my three personal days and then taken deducts days to account for any additional days off. I am requesting my three personal days for February 22nd, 23rd, and 24th, and would then need to take deduct days on February 25th and 26th. Thank you for your time!

Respectfully,



Dawn R. Adams,
EL Teacher