

November 12, 2021

Dr. Schmiesing,

I am formally requesting to be off five working days beginning on January 31st, 2022, and ending February 4, 2022, to attend my husband's annual company trip. I currently have accrued four personal days, and I am requesting my personal days for January 31st- February 3rd. I would then need to take a deduct day on February 4th, 2022. Thank you for your time!

Respectfully,



Dawn R. Adams,
EL Teacher