

1/11/21

Dear Celina City School Board Members,

This letter is a formal request for (4) deduct days, March 25, 26, 29, 30 of 2021. My husband and I have planned to go on our honeymoon that was rescheduled due to COVID restrictions. These arrangements were made prior to my employment with Mercer County Head Start.

My direct supervisor and teaching team have been made aware of my upcoming absence. If you have any questions or concerns, I can be reached at my work email address

Rachel.hein@mercerheadstart.org.

Thank you,

Rachel Hein

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