

REQUEST FOR UNPAID TIME OFF

My name is Kim Wendel, and I am the library aide at Celina Intermediate.

I am requesting 4 days unpaid time off for the dates of Feb. 21 thru Feb. 24, 2017.

The reason is , we have an opportunity to take a trip with friends at that time. For this trip, in addition to using my 3 personal days, I would need an additional 4 days unpaid. Unfortunately we are not able to reschedule this trip to another time that does not interfere with the school year.

The registration deadline for the trip is August 15, 2016, and non-refundable down payment is required at that time. Then if possible, I would like to find out whether or not my unpaid time off can be approved prior to August 15.

In 21 years at Celina Schools, I have maintained an excellent attendance record, and this is the first time I have requested unpaid time off.

Thank you,

*Kim Wendel*