

ATTACHMENT B

From: "Dawn Duerk" <Dawn.Duerk@celinaschools.org>
To: "Dean Giesige" <Dean.Giesige@celinaschools.org>
Date: 01/26/2015 01:36 PM
Subject: Time off Without pay

Dear Mr. Giesige,

I am writing to request time off **without** pay. I work at the High School in the cafeteria from 10:30am to 1:30pm. Presuming there will be no school cancellation on February 18th and March 3rd of 2015, I am requesting those dates off without pay. I have already used two of my three allotted personal days. My son attends Ohio Virtual Academy and the dates mentioned are two of three testing days that will be at a site away from home and I will not be able to be at work on those days. If it is permissible for me to use sick days on the two dates mentioned, please let me know. Thank you for your time and consideration.

Respectfully,

Dawn Duerk

