

December 13, 2016

Dear Dr. Schmiesing,

I am requesting to be off work on Monday February 6, 2017. I can use my remaining .75 personal day, however, I am requesting .25 deduct day as well.

I appreciate your consideration in this matter.

Respectfully,

A handwritten signature in cursive script that reads "Marlene Snider".

Marlene Snider
CHS Guidance Secretary