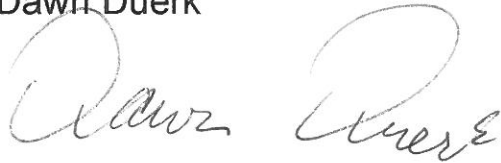


Dear Mr. Giesige,

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 April 13th and 14th and May 5th of 2015, I am requesting those dates off without pay. I have already used all of my three allotted personal days. My son attends Ohio Virtual Academy and the dates mentioned are 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 please let me know. Thank you for your time and consideration.

Respectfully,

Dawn Duerk

A handwritten signature in cursive script that reads "Dawn Duerk". The signature is written in dark ink and is positioned below the typed name.