

February 18, 2015

Dear Mr. Steiner,

My name is Jenine Bertke, and I have worked in the Mercer County Head Start kitchen at the Franklin school for four years. I have a request that I would like you to take into consideration. My husband had a unique opportunity earlier this year to become a Partner in the firm of Moorman, Harting and Company. As part of this new partnership we have been invited to a financial services training/program in Charleston, SC on May 18<sup>th</sup>-20<sup>th</sup>. Our expenses would be covered and there are meetings and outings for us both.

I would like attend this program, however I have two concerns. First, it will take place during the last week of school, unless we have more days added on to the end of the year. Second, I have previously exercised one personal day in September of this school year to attend a funeral.

I would like to request that I receive one deduct day and a substitute for these days. I am willing to make up days or do whatever is necessary to allow me to attend this program with my husband.

If you would please consider my request and get back to me at your earliest convenience, I would in appreciate it.

Thank you in advance for your consideration.

Sincerely,



Jenine Bertke