

To The Celina School Board:

I am requesting December 9, 2019 through December 20, 2019 off. I would use my 3 personal days and take the remaining time off without pay.

The two week holiday break follows my requested time off. I would return to my regular shift and location at Celina High School cafeteria on January 2, 2020 or January 6, 2020 as required.

Thank you for your consideration of this request.

Sincerely,  
Rebecca Blanchard  
February 6, 2019