

February 15, 2017

Dr. Schmiesing,

My daughter is having a baby March 3.

I would like to take off the week of March 13-17 to help her with the baby and her 4 year old daughter. I will use my 3 personal days and I am requesting 2 deduct days.

Thank you for considering my request.

Lynn Krogman

TA at CIS

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