

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	Approval of Administrative Recommendation regarding Leave of Absence Request/Certified		
<b>Date:</b>	March 4, 2013	<b>Item Number:</b>	11a.(4)
<b>Administrator:</b>	Tim Peterson, Director, Human Resources Dave Jones, Assistant Superintendent		
<b>Attachments:</b>	Letter of Request for Leave of Absence		

**Action Needed**     **For Discussion**     **Information**     **Other:** \_\_\_\_\_

## BACKGROUND INFORMATION

Name	Position	Location
Marianne Kasch	5 <sup>th</sup> – 6 <sup>th</sup> Grade Teacher	Kaleidoscope School of Arts and Science, effective the 2013-14 school year

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the above request for an unpaid leave of absence be denied. The employee has not completed five (5) consecutive full-time years of service in the district.

Per the Collective Bargaining Agreement: Section 345 Unpaid Leave of Absence:

*A. Any teacher may, upon written request to the Superintendent and with approval of the School Board, be granted an unpaid leave of absence for illness, professional study, or for personal reasons; however, it is the policy of the School Board not to grant leaves in excess of five (5) percent of the certificated staff each year. Unpaid leaves of absence may be granted only to employees who have completed five (5) consecutive full-time years of service in the District.*

February 11, 2013

To Whom It May Concern:

I have been working in Kenai at Kaleidoscope School of Arts and Science since 2009. It has been a great experience for me, and I have enjoyed working with the Kenai Peninsula School District.

My husband has recently been offered a job overseas, and I would like to support him in this venture. I am requesting a leave of absence for one year from my job as a classroom teacher at KSAS.

Sincerely,

*Marianne B. Kasch*

Marianne B. Kasch

