

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132  
[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	Approval of Leave of Absence Request/Support		
<b>Date:</b>	March 4, 2013	<b>Item Number:</b>	11a.(8)
<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
Nancy Spooner	Transportation Coordinator	District Office, effective February 16, 2013 to May 15, 2013

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the above request for an unpaid leave of absence be approved.

February 25, 2013

Mr. Tim Peterson  
Director, Human Resources  
Kenai Peninsula Borough School District  
148 North Binkley Street  
Soldotna, AK 99669

REQUEST FOR LEAVE OF ABSENCE

I am requesting an unpaid leave of absence from February 16, 2013, to May 15, 2013. My father is very ill, and my mother, his primary caregiver, has reached the point where she can no longer manage. The demands of a final illness are many, and I feel it is my duty to assist my brother and sister care for our father and provide support for our mother during the next few months.

NANCY S. SPOONER – TRANSPORTATION COORDINATOR

cc: Dave Jones  
David Tressler

*Nancy Spooner*  
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