

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553
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SCHOOL BOARD COMMUNICATION

Title:	Leave of Absence Request/Support		
Date:	September 9, 2013	Item Number:	11a.(4)
Administrator:	Joann Riener, Director, Human Resources Dave Jones, Assistant Superintendent		
Attachments:	Letter of Request for Leave of Absence		

Joann Riener
Dave Jones

Action Needed **For Discussion** **Information** **Other:** _____

BACKGROUND INFORMATION

Name	Position	Location
Laura Norton	Secretary I	Homer Flex School effective September 11, 2013 to December 20, 2013

ADMINISTRATIVE RECOMMENDATION

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

August 20, 2013

Dear Dr. Atwater,

I am writing to request a leave of absence from my position as secretary of Homer Flex School from September 11 through December 20, 2013. There are a number of personal issues that are interfering with my ability to give 100% to Homer Flex at this time. I anticipate resolving these issues in the next few months and would like to return to my position on January 6, 2014 for the second semester of this school year.

Thank you for considering my request.

Sincerely,

Laura W. Norton
Secretary
Homer Flex School

*Miss
Atwater
8/23/13*

