



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street
Phone (907) 714-8888

Soldotna, Alaska
Fax (907) 262-9645

July 14, 2008

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Dave Jones, Assistant Superintendent

SUBJECT: Approval of Administrative Recommendation regarding Leave of Absence Request – Certified - Item 10 a (6)

It is recommended the following request for an unpaid leave of absence for the 2008-09 school year be denied.

The Collective Bargaining Agreement Language: 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.

The employee has worked for the School District for a total of five years, but has not worked five consecutive school years as required by the language shown above.

Vicki Abraham

Migrant Teacher

Homer Middle School

May 30, 2008

Dr. Donna Peterson
Superintendent of Schools
Kenai Peninsula Borough School District
148 North Binkley
Soldotna, Alaska 99669

Dear Dr. Peterson,

I am writing this letter to request leave without pay beginning August 30th, 2008 through the remainder of the 2008-2009 school year. I am requesting this leave to help take care of family issues.

I have worked for the school district for five years and this coming year would be my sixth year. I have been with the Migrant Education Program for these five years and have had the privilege of working with some outstanding people including Norma Holmgaard, Sandy Miller, and Mary Blossom. If my request is approved, I will be happy to provide training for the person replacing me to insure there is a smooth transition. I have enjoyed my job and again will do what ever necessary to see that services for students and families are not interrupted during the transition. Thank you for considering my request.

Sincerely,

Vicki Abraham
Vicki Abraham

cc Tim Peterson

Donna Peterson
5 June 08