


KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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SCHOOL BOARD COMMUNICATION

Title:	Approval of Leave of Absence Request/Support		
Date:	October 15, 2012	Item Number:	11a.(10)
Administrator:	Tim Peterson, Human Resources		
Through:	Dave Jones, Assistant Superintendent		
Attachments:	Letter of Request for Leave of Absence		

Action Needed For Discussion Information Other: _____

BACKGROUND INFORMATION

Name	Position	Location
Cathleen Nora Ribbens	Library Aide	Nikiski Middle/High School, effective December 18, 2012 to May 23, 2013

ADMINISTRATIVE RECOMMENDATION

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

October 3, 2012

Dear Dr. Tim Peterson,

This letter is a request for approval for an 'unpaid leave of absence'.
The dates I am requesting are December 18, 2012 – May 23, 2013.
I am a 3.5 hour a day Library Aide at Nikiski Middle / High School.
I have been working for the KPBSD since August 2003 with the exception of the 2005 -2006 school year while I was in between school locations.

Reason for request: Personal. There are several reasons why I am putting in this request. I will briefly explain each of them.

First of all, I love my job and don't want to lose it. However, this year has several timing/date conflicts, dilemmas and personal professional growth possibilities that I am trying to coordinate.

All three of my children are living internationally. My daughter Clarissa is a teacher at BAIS International Christian School in Indonesia. My son Joel is teaching English in China. My youngest son Daniel is going to school at the International School where my daughter teaches. I really miss them.

As you can see, I have a lot of things to try and schedule in to my life.
Thank you for your time and consideration of my request.
Sincerely,

Nora Ribbens

Cc. Dan Carstens



Tim Peterson
8 Oct 12