




KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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DATE: February 5, 2007
TO: Board of Education
FROM: Tim Peterson, Director, Human Resources 
THROUGH: Glen Szymoniak, Assistant Superintendent
SUBJECT: Approval of Leave of Absence Request/Support- Item- 10 a (3)

It is recommended that the following request for unpaid leave of absence be approved for a medical procedure:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Ibtihal M. Marey	Special Ed Aide	K-Beach Elementary, effective January 2 until February 16, 2007

**Requires School Board approval per KPESA Negotiated Agreement. Article 23E "Short Leaves of two (2) weeks or less may be approved by the Superintendent, without School Board approval." Since this request exceeds 2 weeks, it is being brought forward for School Board approval.

Ibtihal M Marey


January 12, 2007-01-13

Tem Peterson
Human Resource Director
KPBSD

Dear Mr. Peterson:

During our winter vacation, I went to Israel to receive medical attention that was not covered by our RBMS insurance. In Israel, my doctor informed me that I will need to stay in Israel for 4-5 weeks to finish the treatment. This treatment culminates with a medical procedure on the first week of February.

I am asking your permission to have a leave without pay until February 16, 2007 where I will be back and ready to work. If all goes well, I might be back in Soldotna few days earlier depending on the flights out of Israel.

I have talked to my immediate supervisor, Mrs. Linda Farnham, who in turn, reported my request to our principle, Mrs. Stavola.

Your approval is appreciated.

Sincerely,


Ibtihal M. Marey