



To: Dr. Charles John
Board of Education
From: Brad Swanson
Date: January 11, 2021
Subject: Special Leave Requests

Below you will find Special Leave Requests recommended to begin on January 19, 2021.

It is recommended that these leaves be approved until Friday, March 19, 2021. The following staff members will then be required to notify the Human Resources Department by Friday, March 12, 2021, if they would like to extend their leave status until Friday, June 4, 2021.

Leaves extension requests through Friday, June 4, 2021, will be brought to the Board of Education for approval on Monday, March 15, 2021.

Note that teachers on part-time leave receive prorated salary and benefits.

I recommend the Board approve the following requests for Special Leave to begin on January 19, 2021.

2020-21 Certified Special Leaves Requests					
Last Name	First Name	Building	Department	Special Leave Request FTE	2020-21 FTE
Flener	JoEllen	GBS	Mathematics	0.3	0.7
Pritzker	Jessica	GBS	Science	0.7	0.3
Stein	Deborah	GBS	Science	0.4	0.6
Wittenstrom	Rebecka	GBS	Science	0.6	0.4
Whalen	Brian	GBS	CTE	0.5	0.5