



Human Resources Office

*Brad Swanson, Assistant Superintendent for Human Resources
Debbie Timpe, Human Resources Specialist; Certified
Jeanne Davito, Human Resources Specialist; Non-certified
Alice Kus, Human Resources Assistant*

To: Board of Education
From: Brad Swanson
Date: January 26, 2015
Re: Special Leave Request

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>FTE</u>
Katie Jones	Teacher, Career/Life Skills	GBN	1.0 FTE to 0.7 FTE

Katie is requesting a special leave to go on unpaid leave at the end of her FMLA maternity leave. At which time, she will be considered a .7 FTE for the 2014-15 school year.

I recommend the Board approve this request for the 2014-15 school year.