

Mrs. Sherry States
117 West Bond Street
Corry, PA 16407
(814) 664-7349

September 7, 2011

Mrs. Natalie Fatica
Human Resources
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

RE: Unpaid Leave

Dear Mrs. Fatica,

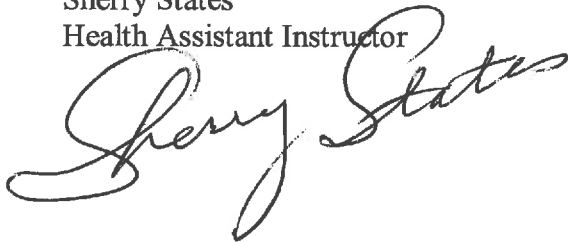
I would like to request four unpaid days (October 31, November 1-3, 2011) to be with my family out of state. I am aware that this request falls during the new school year. I am willing to pay for any benefits during these four days. This request falls under board policy 439 Uncompensated Leave.

This is the best time that my family could accommodate my son-in-law's schedule due to working out of state. My husband's company will also be having a two week foundry shut down the last two weeks in October. This creates a slow period for him.

In my absence, I will create and organize all of my lesson plans and teaching requirements so that there will be no loss of education to my students or hardship on the administration or substitute teacher during this time.

Thank you for your time and effort into this matter.

Thank you,
Sherry States
Health Assistant Instructor

A handwritten signature in cursive script that reads "Sherry States". The signature is written in black ink and is positioned below the typed name and title.

REVISÉD:

439. UNCOMPENSATED LEAVE

1. Purpose
SC 1154(e)

The Operating Committee recognizes that in certain instances an employee may wish extended leave for personal reasons, and the school could benefit from the return of said employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

2. Authority

The Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken.

3. Guidelines

A general leave of absence may be granted without compensation, or other benefits of any type being given to the employee while on leave. This type of leave may be granted upon proper application to the Operating Committee. Upon the employee's return to the school, the Operating Committee is not obligated to place the employee in the specific position which was formerly held.

Unless the leave is for the purpose of study, no retirement credit or salary increments shall be forthcoming.

School Code
522.1, 1154