

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553

Phone (907) 714-8888 Fax (907) 262-9132

[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

Title: Approval of Leave of Absence Request/Support

Date: December 5, 2011

Item Number: 10a.(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

Martha Hughes

### Position

School Nurse

### Location

Nikiski Middle/High School,  
effective January 1, 2012  
through January 1, 2013

## ADMINISTRATIVE RECOMMENDATION

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

Martha Hughes

Kenai Peninsula Borough School District  
148 N. Binkley Ave.  
Soldotna, AK 99669

November 28, 2011

To Whom It May Concern,

I am currently a nurse in the school district working 31 hours/week. I am requesting a one-year unpaid leave of absence for personal reasons with a start date of January 1, 2012. I am currently vested, having worked over five years for KPBSD.

I would appreciate your approval of this request.

Sincerely ,

*Martha Hughes*

Martha Hughes, RN BSN

*Johnson*  
*29 Nov 11*