

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street
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January 14, 2008

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources 
THROUGH: Dave Jones, Assistant Superintendent
SUBJECT: Approval of Administrative Recommendation regarding
Request for an Unpaid Leave of Absence/Support Item – 10 a (8)

It is recommended the following request for an unpaid leave of absence be denied:

Emily Garrity	Bookkeeper/Library Aide	Homer High School; requesting 25 days unpaid leave** (employee has not completed 5 years of service)
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**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 action.

Mr. Tim Peterson
148 N. Binkley
Soldotna, AK. 99669



December 17th, 2007

Dear Mr. Peterson,

This letter is a request for an Unpaid Leave of Absence to participate in a 25 day rafting trip through the Grand Canyon. I understand that this request does not fall under the guidelines of emergencies to warrant such an extensive absence, but I feel this is a once in a lifetime opportunity and one to fight for.

I have been waiting for such an opportunity for six years and have told myself that, given the chance, I would do my best to make it a reality. It is my understanding that you will bring this request to the board with a recommendation not to approve and I am asking you reconsider. I feel very confident I can find a qualified replacement for the 3 ½ weeks that I intend to be gone.

I do respect the school district and the opportunity to work within and hope that my somewhat pleading request does not jeopardize my ability to work for the district. I have been an employee for almost four years and have had nothing but positive feedback from my administrators on the quality of my work.

It is quite unfortunate that the trip falls during the winter months and will interfere with my work schedule. I understand that there are other times of the year that would be more conducive to such a trip but unfortunately this chance has presented itself during the school year.

There is an extensive waiting list for noncommercial permits to raft the Grand Canyon. One can expect to wait twelve or more years to acquire such a permit. Since this opportunity has arrived now, after only six years of waiting, I feel I cannot miss the chance.

I apologize for taking your time for what some may see as a matter of unimportance. To me it holds very high value.

Thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Emily Garrity".

Emily Garrity
Homer High School
Bookkeeper
Library Aide

A handwritten signature in cursive script, possibly reading "J. Peterson", with the date "31 DEC 07" written below it.