

To whom it may concern,

I am writing to formally provide notice that I will be retiring from my position as custodian on November 30th. Ahead of my retirement, my family has recently suffered a sudden loss with the passing of my stepfather. To care for and support my grieving, elderly mother with her affairs, I am writing to request a continuous leave of absence starting on Monday, October 12th through my final date of employment.

Following the sudden passing of her husband, my mother requires full time care and assistance in managing her affairs. I intend to use my accrued sick leave and vacation bank to cover continuous absence, as permitted under the Minnesota Earned and Safe time (ESST) statute for family care and bereavement. I am prepared to provide standard documentation (such as a funeral notice) to support this consecutive absence. Please let me know what internal forms must be completed this week or next so I can ensure my final weeks are properly logged and paid out through my sick bank.

Thank you for your understanding and support during this difficult time for my family.

Sincerely,
Steve Lehman
Custodian