



# DERBY PUBLIC SCHOOLS

35 5<sup>th</sup> Street  
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*Cortney Brown*  
*Human Resources Coordinator*

Date: May 15, 2015  
To: Dr. Conway and Derby Board of Education  
From: Cortney Brown  
Re: Verbal Request for Leave of Absence

This is a request for approval of a leave of absence:

Mr. Ronald Swierbitowicz, Paraprofessional at Bradley School, called Human Resources on May 14<sup>th</sup> to request a leave of absence for medical reasons. This request for leave is effective immediately and is anticipated to be two weeks to one month in duration.