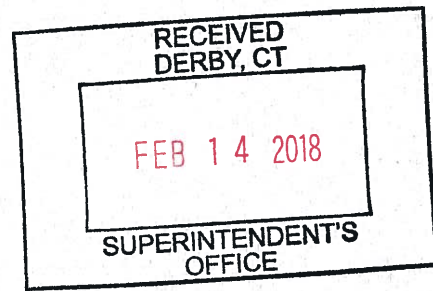


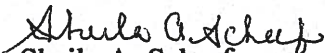
Sheila Scheef
6 Brookdale Road
Seymour, CT 06483
203-751-2565
February 13, 2018



Derby Board of Education,

I am writing this letter to request an unpaid, extended leave of absence. I am requesting a leave of absence following the completion of my FMLA, until the end of the 2018 school year. Unfortunately due to multiple medical conditions, I have been in and out of the hospital and short-term rehab centers since November 2017. These medical conditions have led to an extensive back surgery, which was done on January 23, 2018. According to my doctors, I will need several months of rehabilitation starting in a short term rehab center and following me back home, before I am able to return to work at full capacity. Thank you for taking your time to review my request and I, along with my daughter Sara, are available at any time if any questions arise or further information is needed. You may contact me at 203-751-2565, or my daughter Sara, at 203-751-1422. Thank you.

Sincerely,


Sheila A. Scheef