

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 26, 2021



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

Date: May 18, 2021

To: Corrina Guardipee-Hall
Title: Superintendent of Schools

From: John E Salois
Title: Director, human Resources

Subject: Extended Leave of Absence School Nurse April 20, 2021 to June 4, 2021

Description: Jody Sabo is requesting an extended leave of absence as per the Master Contract 2018-2021 Browning Public Schools and Browning Federation of Teachers Section VI, C. Leaves of absence Without Pay, 1. Extended Leave.

Employees who have earned tenure may be granted leave of absence without pay or benefits for a period not to exceed one year, upon recommendation of the Superintendent or designee and subject to approval of the Board. The Board may extend this leave at its discretion. Employee will not be granted leave to work or teach in another school or K-12 institution without approval of the superintendent.

Jody Sabo would not receive pay for the period of extended leave, April 20, 2021 to June 4, 2021, and she would be responsible to pay her portion of the employee health insurance each month or the policy would be terminated.

Financial Impact: N/A

Attachment(s): Letter of request

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Table: _____

April 22, 2021

Corina Guardipee-Hall
Superintendent
Browning Public School District #9

Dear Ms. Guardipee-Hall,

I am writing this letter to respectfully ask for an Extended Leave of Absence from my position as a School Nurse for the Browning Public School District #9. Specifically, I am requesting a Medical Leave of Absence effective April 20, 2021 through the remainder of the 2020-2021 school year. I have been experiencing some medical issues and am under the care of several health care providers. Recently, my condition has been improving and I believe that with some more time I would be able to obtain a doctor's release to return to work, resume my position as the School Nurse, and safely complete the demands of the job. I love what I do and hope for the chance to care for the children that I have looked after during my 7 years of employment with the District. I sincerely appreciate your consideration of this matter and all of the help you have provided during this difficult time.

Respectfully,

A handwritten signature in cursive script that reads "Jody Lynn Subo". The signature is written in dark ink and is positioned below the word "Respectfully,".