

Dr. Mathew Conway
Superintendent of Derby schools
35 Fifth Street
Derby CT 06418

September 17, 2018

Dear Dr. Conway,

I am writing to request a leave of absence from my position as paraprofessional at Derby Middle School. Due to extenuating circumstances involving personal and family issues requiring my care and attention, I request a leave of absence for three months, effective as soon as possible.

I understand this would be an unpaid leave and that my accrual of time would be stopped.

Would you please present this to Board of Education for their action? I hope this can be approved and I appreciate your help.

Sincerely

Shwetha Jayanna

[475-323-9889](tel:475-323-9889)

sjayanna6@gmail.com

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4753239889

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