

# Jane E. Viebranz

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Dear Doctor Conway,

I was surprised and disappointed to receive your response to my request for time off.

I understand that on the heels of last year's request it may seem extravagant on my part, and I probably should have given you a more detailed explanation with my original request. My son and his wife are expecting our first grandchild this March and our youngest is a senior in high school so our opportunities for a trip like this are limited to this year, before September. That coupled with the fact that my husband has an outside job and is eager to escape the cold dictated our decision to book this trip.

I appreciate the inconvenience an absence of this length may cause but Mrs. Brehm and I have already discussed ways in which to minimize the impact on the students. As I stated in my original request we will be retaining a substitute who is familiar with the classroom routines and has a good rapport with the students. She works particularly well with our student who needs additional 1:1 support. The only aspect of my classroom duties that requires specific training is the small ECRI group I see each day and one of the reading tutors has graciously agreed to cover in my absence.

I understand that the decision to approve my request is at your discretion, but based on past practice and taking into consideration the supports put in place I am hoping you will grant your approval. If not, I'd like you to know that I truly love my job and believe myself to be an exemplary employee and it is my sincere hope to resume my position upon return.

Jane Viebranz

1<sup>st</sup> Grade Classroom Paraprofessional, Bradley Elementary School

