

Eloisa Oropeza

From: Maryann Watts <mwatts@aesfamily.org>
Sent: Tuesday, January 30, 2018 7:43 PM
To: Eloisa Oropeza; Scott Carson
Subject: Leave of Absence

Eloisa,

I am requesting an Unpaid Leave of Absence from my position as Library Tech at AUES. I would like to be able to intermittently take time off of work, unpaid, so that I can take care of my father who is very ill. Because my weekly schedule is only twenty hours I do not have the required amount of hours earned to qualify for FMLA.

I would like my leave to begin 02/01/2018 through 06/15/2018 and I am working on finding a reliable substitute that can work for me when I need to be absent during this time.

Thank you,

Maryann Watts