



August 28, 2023

RE: Request for Leave of Absence

Purpose and Duration of Leave:

Employee, Maria Carbajal, is requesting a leave of absence for the purpose of pursuing her education. The requested leave will commence on August 9, 2023, and will continue every Monday and Wednesday until December 22, 2023.

Leave Arrangements:

During the Leave Period, Employee will be absent from work on the specified days. Employee acknowledges and understands that this leave will be unpaid, and she will not be eligible for any benefits during this time.

Resumption of Work:

Employee will resume her regular work schedule with the Company on January 8, 2024, unless otherwise mutually agreed upon in writing.

Acknowledgment:

By signing below, Employee acknowledges her understanding and agreement with the terms and conditions of this Leave of Absence Agreement.

Employee's Signature: [Signature] Date: 8/29/23

Supervisor's Signature: [Signature] Date: 8.29.23

Human Resources Representative: [Signature] Date: 9-7-23

Superintendent: [Signature] Date: 9-7-23

Board of Trustees
Sigrid Hillscan, Board President – Sal Martinez, Clerk of the Board
Bob Gardiner – Mary Visher – Aparna Wilder – Victor Aparicio – Darrell Bechtol Jr.

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