

Glenbrook High School
District 225
Memorandum
Office of Human Resources

To: Dr. Mike Riggle

Fr: Steve Caliendo

Re: Special Leave

Date: February 25, 2013

I have received a request from Karen Geddeis for a special leave to begin February 28, 2013. This special leave request from Mrs. Geddeis moves her to a .8 FTE schedule from February 28, 2013 through June 30, 2013. Simply stated Mrs. Geddeis' work schedule would reflect a Monday, Tuesday, Thursday, Friday schedule through June 30.

I recommend the Board approve this request from Mrs. Geddeis.

Karen Geddeis

Calculated Fiscal Year 2013 Annual Salary at Reduced .8 FTE

	<u>172 Days @1.0</u>	<u>88 Days @.8</u>	<u>Adj Total Year</u>
260-Day Year Split*	65,942.82	26,990.55	92,933.36
260-Day Salary @ 1.0			<u>99,681.00</u>
Reduction in Annual Salary FY2013			(6,747.64)

*Return to Work Date 2/27/13