

Glenbrook High Schools
Office of Human Resources
District 225

To: Dr. Mike Riggle
Fr: Steve Caliendo
Re: Special Leave Request / FTE Decrease
Date: February 13, 2012

The purpose of this memo is to recommend that the Board of Education approve the request of Aimee Wool for a reduction in contract from 1.0 FTE to .4 FTE effective February 7, 2012 for the remainder of the current school year. Ms. Wool has submitted a physician's note indicating that her request is based on medical necessity. As you may know Ms. Wool gave birth to twins in December 2011. Based on her physician's note she may return to work with a reduced teaching schedule for the remainder of the 2011-12 school year effective April 2, 2012.

This recommendation also carries a special leave request for Ms. Wool from February 7, 2012 until her return to the classroom on April 2, 2012.

I recommend that the Board approve this special leave and reduction in contract as presented for Ms. Wool for the remainder of the 2011-12 school year.