

Glenbrook High Schools
District 225
Office of Human Resources
Memorandum

To: Dr. Mike Riggle

Fr: Steve Caliendo

Re: Special Leave Request

Date: July 15, 2013

The purpose of this memo is to recommend the Special Leave request of Christina Seaborg. Ms. Seaborg did not submit a request earlier this spring when the Board approved Special Leave requests for the 2013-14 school year. Since the end of the 2012-13 school year she has encountered a child care issue for this fall that brings her request to the Board at this time. This will reduce Ms. Seaborg's contract to .9 FTE for the 2013-14 school year.

Mr. Prima, Mr. Etherton, Ms. French and I recommend that Ms. Seaborg be granted a .1 Special Leave for the 2013-14 school year.

The FTE that this creates (.1) will be assigned an existing part-time employee, prior to the start of the coming school year.

The recommendation for that action will be brought to the Board at the appropriate time.