

To: HLWW School Board

From: Jennifer Olson

RE: FMLA

Date: April 24, 2024

I received a letter from Mrs. Kortney Carlson, teacher at Winsted Elementary regarding a request for leave for the upcoming 2024-25 school year. I recommend it be approved as written, with a plan to be out 12 weeks and return November 26, 2024. Kortney and I will work on any alternate plans needed for required trainings.

Thank you,

Jen