
HUMPHREY ELEMENTARY SCHOOL

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Jennifer Olson, Elementary Principal
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WINSTED ELEMENTARY SCHOOL

431 N. 4th Street, Box 160
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May 30, 2023

To: HLWW School Board
From: Jennifer Olson, Elementary Principal
RE: Leave request

I received a request for FMLA leave from Emily Youngren, teacher at Humphrey Elementary for the remainder of the 2022-23 school year and extending into 2023-24 with a tentative return of the end of first quarter (November 2023). The appropriate documentation is on file in with HR.

It is my recommendation it be approved, as well as give consideration/flexibility should the leave need to be extended. I will continue to be in contact with Emily regarding an appropriate return date as her initial date gets closer.

Thank you,

Jen Olson