



Matthew Nicholas <matthew.nicholas@coshoctoncityschools.com>

Fwd: Personal Days - Unpaid Day

1 message

Scott Loomis <scott.loomis@coshoctoncityschools.com>
To: Matthew Nicholas <matthew.nicholas@coshoctoncityschools.com>

Tue, Jan 27, 2026 at 10:50 AM

FYI

—— Forwarded message ——

From: Jenni Carmichael <jenni.carmichael@coshoctoncityschools.com>
Date: Mon, Jan 26, 2026 at 3:48 PM
Subject: Personal Days - Unpaid Day
To: Scott Loomis <scott.loomis@coshoctoncityschools.com>

Approved
1/2 day unpaid ✓
4/26/26 ✓
MN

Feb
on agenda
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Hi Scott,

I hope you're doing well and staying warm!

I am reaching out because my mom has surprised my sister and I with a trip to Tennessee. The trip is April 23-26. I currently have 1.5 personal days left.

I wanted to ask if it would be possible to use my remaining 1.5 personal days and take the remaining half day unpaid so I can have both full days off? I am also open to just taking one of the days as a full unpaid day if that would be easier, and just keeping the 0.5 personal day.

I would greatly appreciate it if this was possible! Let me know your thoughts and how to proceed if so.

Thank you so much! Enjoy the snow days!!

Jenni Carmichael
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