



## **THINKING OF TAKING A LEAVE OF ABSENCE?**

### **WHOM SHOULD I CONTACT?**

1. Email Rob Seeterlin, Human Resources Director for Instructional Staff at [seeterr@dearbornschools.org](mailto:seeterr@dearbornschools.org)
2. Copy David Hardoin, Instructional staff secretary, on the email to Rob at [hardoid@dearbornschools.org](mailto:hardoid@dearbornschools.org)



### **WHAT DO I INCLUDE IN THE EMAIL?**

1. The type of leave you are requesting per Article XII in the DFT contract. You can find the contract at [www.dft681.org](http://www.dft681.org).
2. Effective date of your Leave of Absence
3. Any documentation required per the DFT contract based on the type of leave you are requesting

### **WHEN DO I TELL THEM?**

1. ASAP! The sooner the district knows, the easier it is for staffing for the next school year, and
2. The leave has to be approved by the School Board, which takes time.

### **WHERE DO I GO IF I NEED TO TALK IN PERSON?**

1. Rob and David are at Human Resources in Room 7 at the Administrative Service Center, 18700 Audette, Dearborn, MI, 313-827-3068.