

## SAMPLE MATERNITY/CHILD REARING LETTER

Teacher's street address  
Teacher's city, state, zip code  
Date

Dr. Judith P. Staples, Superintendent  
Medina Central School District  
One Mustang Drive  
Medina, New York 14103

Dear Dr. Staples,

I am formally requesting a paid maternity leave of six weeks, using approximately 30 of my accumulated sick days for paid disability. This leave will begin on or about \_\_\_\_\_. (If applicable, use the following two sentences:) I am also requesting that this be followed by an unpaid child rearing leave of \_\_\_\_ weeks beginning at the time of my doctor's release to return to work, approximately six weeks after the baby's birth. I then plan to return to my current position following the \_\_\_\_\_ week child rearing leave, tentatively on \_\_\_\_\_. I understand that to the extent that I am eligible for Family Medical Leave, the FMLA leave will run concurrently with my maternity leave.

I will submit the proper documentation from my physician which will allow the district to establish dates and provide for appropriate coverage of my position. The leave may be denied if I do not submit this documentation.

(Choose a or b below):

a. If I have exhausted my sick days, as a tenured teacher I understand that I may use unlimited sick leave (Article VIII(C)) during my six-week maternity leave or after my return from (selection one: maternity leave or unpaid child rearing leave) when my personal illness requires it.

b. If I have exhausted my sick days, as a non-tenured teacher I understand that I will be docked for any sick days not covered during my six-week maternity leave or after my return from (select one: maternity leave or unpaid child rearing leave) when my personal illness requires it.

If there is a change from the dates and arrangements stated above, I will notify the district in writing and seek your approval.

Sincerely,

(Typed name with signature above it)