

Date

Dear Dr. Graham,

In connection to Article 13, Section 21, I am requesting a child bearing leave of absence to begin when I am unable to perform my duties as a teacher.

My expected due date is \_\_\_\_\_. I do not know the exact date because I have not scheduled my Cesarean section surgery. When I know the dates, I will inform you. I will not be here for the opening of school, but will return when I am able. I plan on using my accumulated sick and personal days for the time that I am disabled. I anticipate returning to school \_\_\_\_\_.

If you have any questions, please feel free to contact me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

cc: Steve Barbeau  
Building Principal