

# Sample Letter #1

If you wish to take up to twelve weeks leave of absence  
to return to work immediately after the leave period.

123 Main Street  
Anytown, MA 02123  
Date

Deanne Galdston, Superintendent of Schools  
30 Common Street  
Watertown MA 02472

Dear Superintendent Galdston:

I am writing to request a twelve week childbearing leave of absence in accordance with The Family and Medical Leave Act. My leave shall commence on \_\_\_\_\_, 202\_ and shall continue until \_\_\_\_\_, 202\_. I shall be returning to active service on \_\_\_\_\_, 202\_.

In addition, I am notifying you of my intent to utilize the provisions of Article XIII (Sick Leave) of the contract and take twenty paid days and use sick time for the remaining eight (8) week period of disability.

Thank you.

Sincerely,

Jane Doe

cc: Principal John Smith

# Sample Letter #2

If you wish to take a leave of absence until the end of the school year and use sick leave for the period of disability.

123 Main Street  
Anytown MA 02123  
Date

Deanne Galdston, Superintendent of Schools  
30 Common Street  
Watertown MA 02472

Dear Superintendent Galdston:

I am writing to request a maternity leave of absence in accordance with Article XVI of the contract. My leave shall commence on \_\_\_\_\_, 202\_ and shall continue through the remainder of this school year. I shall notify you on or before March 1, 202\_ of my intention to return for the next school year.

In addition, I am notifying you of my intent to utilize the provisions of Article XIII (Sick Leave) of the contract and take twenty paid days and use sick time for the remaining eight (8) week period of disability.

Thank you.

Sincerely,

Jane Doe  
cc: Principal John Smith