

Name
Street
Town, Zip

Date

Mr. Jeffrey Granatino, Superintendent
Administration Building
76 South River St.
Marshfield, MA 02050

Dear Mr. Granatino,

In anticipation of the birth of my child in *September of 2015*, I am requesting a maternity leave to begin on *September 8, 2015*. I am requesting this leave in accordance with the Master Agreement between the Marshfield School Committee and the Marshfield Education Association. I plan to return to my duties in Marshfield approximately 8 weeks to 12 weeks after the birth depending on the circumstances of the delivery. *(Or you can say until the end of the school year or whatever you plan to do.)*

I have enclosed a statement from my doctor certifying my pregnancy pursuant to paragraph 13.1 of the Educational Support Personnel's Master Agreement.

I am also requesting under paragraph 13.1 of the Master Agreement that the portion of my leave during which I may be medically disabled as a result of the pregnancy, childbirth, and recovery there from be charged to my accumulated sick leave.

As soon as I am able to, I will furnish you with a statement from my doctor certifying the number of days of my medical disability.

Thank you for your attention to this matter.

Sincerely,

Name

**If you plan on taking a full year you can put the date for September 1 of the school year you intend to return but it is CRUCIAL you include the piece on using your sick time while you are medically disabled.*

