

August 23, 2026

Nevis School Board

Subject: Request for Unpaid Leave of Absence

Dear Members of the Nevis School Board,

I am writing to formally request an unpaid leave of absence beginning **October 5, 2026**, immediately following the conclusion of my maternity leave. I am requesting that this leave continue through winter break, with my anticipated return to work on **January 4, 2027**.

I am grateful for the opportunity to take this additional time to be home with my family during this important period. I value my position at Nevis Public School and am committed to returning to my responsibilities following the requested leave.

I understand that this request is subject to the policies and approval of the Nevis School Board, and I am willing to complete any necessary paperwork or follow any procedures required for an unpaid leave of absence.

Thank you for your time and consideration of my request and my family's needs during this time.

Thank you,

Karly Cobb