

9/10/2026

Montabella Community Schools
1390 N County Line Rd.
Blanchard, Michigan 49310

To Whom it May Concern,

I am writing this letter to formally request maternity leave. My physician has estimated my due date is March 5th. As a result, I am requesting medical leave of 12 weeks that would tentatively start March 1, 2027 and end May 21, 2027. I appreciate your consideration as I navigate this journey of becoming a first time mom and look forward to my return to Montabella Elementary.

Thank you,
Allysa Babcock