

October 15, 2026

Mr. Thomas Reed
Superintendent of Bridgman Public Schools
9964 Gast Road
Bridgman, MI 49106
(269) 466-0271

Dear Mr. Reed,

I am writing to notify you of my planned maternity leave of absence. I intend to teach my class for the remainder of 2026 until my delivery or until my health prevents me from fulfilling my classroom duties. My due date is Sunday, December 27, 2026.

Starting Monday, January 4, 2027, I am requesting a 40 day leave, utilizing a combination of my remaining sick days and unpaid leave. These dates are subject to change depending on the arrival of my baby girl.

Please let me know if I can provide any further information or answer any questions. I truly appreciate your time and support during this special time for my family.

Sincerely,

Jillian Klunder



Jillian Klunder
Bridgman Elementary School
2nd Grade Teacher